

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of [Form/Document Name]

We hereby acknowledge the receipt of the [specific form/document name] submitted by you on [submission date]. This document will be processed accordingly, and you will receive further information or an update as necessary.

If you have any questions or require additional information, please feel free to contact us at [Your Contact Information].

Thank you for your timely submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]