

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of QJB Submission

I hope this letter finds you well. I am writing to formally acknowledge the receipt of your submission regarding the Quality Job Board (QJB) dated [insert date of submission].

We appreciate your effort and dedication in contributing to the QJB initiative. Your submission is currently under review, and we will ensure that it receives the attention it deserves.

Should we require any additional information or clarification, we will reach out to you directly. We aim to keep you updated on the progress and the outcome of the review process.

Thank you once again for your valuable input.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]