

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

Dear [Recipient Name],

Subject: Acknowledgment of Qualification

I am writing to formally acknowledge the receipt of your qualifications submitted on [Submission Date]. We appreciate your efforts in providing the necessary documentation and information for our review.

Your qualifications have been reviewed, and we are pleased to inform you that they meet our criteria for [specific purpose, e.g., project, position]. We value the expertise and experience you bring to the table. Thank you once again for your submission. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]