

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgement of RLWC Submission

I am writing to formally acknowledge the receipt of your submission related to the Rugby League World Cup (RLWC) held on [Date of Event]. We appreciate your contribution and the effort put into your presentation. Please feel free to reach out if you have any further questions or need additional information.

Thank you once again for your participation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]