

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

Dear [Recipient's Name],

Subject: Acknowledgement of Receipt for TTP Application

I am writing to formally acknowledge the receipt of your application for the [specific TTP name, e.g., Trusted Traveler Program] submitted on [date of submission]. We appreciate your interest in our program and the information you have provided.

Your application is currently being processed, and we will notify you once we have an update. If you have any questions or need further assistance, please feel free to contact us at [contact information].

Thank you for your application.

Best regards,

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