

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Receipt

We are writing to formally acknowledge the receipt of your  
[document/application/etc.] submitted on [date of submission].

We appreciate your promptness in providing the necessary information and  
assure you that we will review it thoroughly. Should we require any  
further details, we will contact you directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]