

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

Dear [Recipient's Name],

Subject: Acknowledgment of XGIS Submission

I am writing to acknowledge the receipt of your XGIS submission dated [submission date]. We appreciate your effort in providing us with the necessary documentation and information.

Your submission will be reviewed, and we will keep you updated regarding its status. Should we require any additional information, we will reach out to you directly.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]