

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

RE: Acknowledgment of XDR Application Submission

We are writing to acknowledge the receipt of your XDR application submitted on [Submission Date]. We appreciate your interest in our program and the effort you have put into your application.

Your application is currently under review, and our team will contact you should we require any further information or clarification. We aim to provide a decision by [Expected Decision Date].

Thank you once again for your submission. If you have any questions in the meantime, please do not hesitate to reach out to us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]