

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Your Submission

We would like to acknowledge the receipt of your submission related to [brief description of the submission], which you sent to us on [date of submission].

We appreciate your effort in [specific mention of what the submission entails, e.g., applying for funding, submitting a report, etc.]. Your input is invaluable to our work at [Your Organization's Name].

We will review your submission and get back to you by [expected response date]. If you have any further questions or need additional information, please do not hesitate to contact us at [contact information].

Thank you for your contribution.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]