

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of ZCS

We are writing to formally acknowledge the receipt of your correspondence regarding the Zero-Carbon Strategy (ZCS) proposal submitted on [date of submission]. We appreciate your efforts and the detailed insights provided in your submission.

Our team will review the proposal thoroughly and will get back to you by [expected response date]. If you have any questions or require further information in the meantime, please do not hesitate to contact us.

Thank you for your commitment to sustainability and your interest in collaborating with us on this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Company Website]

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