

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of the ZGP (Zonal Grant Proposal) submitted on [submission date]. We appreciate the effort and detail you put into your proposal, and we recognize its importance in addressing [briefly mention the purpose or goal of the proposal].

We will review the submission thoroughly and provide feedback within [new timeline for feedback]. If you have any questions in the meantime, please do not hesitate to contact me.

Thank you for your commitment to [mention relevant field or issue].

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]