

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of ZRS Submission

I am writing to formally acknowledge the receipt of your ZRS (Zero Rating Submission) dated [insert date of submission]. We appreciate your efforts in submitting the required documentation and information related to [briefly describe the purpose or content of the ZRS].

We are currently reviewing your submission and will notify you of any further actions or requirements. If you have any questions or need additional information during this process, please feel free to contact me at [your phone number] or [your email address].

Thank you for your cooperation and patience.

Sincerely,

[Your Signature (if mailing)]
[Your Printed Name]
[Your Title]
[Your Organization]