

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

Dear [Recipient's Name],

Subject: Acknowledgment of QNS Submission

I am writing to acknowledge the receipt of your Quality Notification System (QNS) submission dated [insert date]. We appreciate your promptness and attention to detail in this matter.

We are currently reviewing the information provided and will follow up with any necessary actions or feedback within [insert timeframe].

Thank you for your cooperation and commitment to maintaining quality standards.

Best regards,

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