

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

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

Dear [Recipient Name],

Subject: Acknowledgment of ZGPA

I am writing to formally acknowledge receipt of the ZGPA (Zonal General Service Performance Agreement) submitted on [date of submission]. We appreciate your efforts in providing the necessary documentation and details.

Please note that we will review the agreement and get back to you with any questions or further steps required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]