**Sample Acknowledgment Letter**

(Date)

(Name of recipient)  
(Position)

Dear (name of recipient)

We would like to acknowledge the receipt of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document name). We are presently examining it and if there are no issues to be addressed, the signed (document) will be returned to you within \_\_\_\_\_\_ business days. If there are any further concerns regarding the (document), we will contact you by (date).

Thank you for your continued trust in our company and we look forward to doing business with you in the future.

Respectfully yours.

(Name of sender)  
(Position in company, company name)