

ACKNOWLEDGEMENT RECEIPT LETTER

Date: February 6, 2020

To,
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: Acknowledgement of Receipt Offer Letter

To Whom It May Concern / Dear Mr., Mrs.,

With this letter we hereby acknowledge receipt of {Offer / Complaint / Appeal / Request for Information] you have submitted on [Date] to [Name of Company / Institution].

Your letter has been forwarded to respective department, and they shall proceed immediately with inquiries in an effort to [consider your offer / meet complaint / resolve appeal / disseminate information] in accordance with your letter. You will be duly informed regarding progress of procedure.

Having in mind complexity of internal procedures, you shall receive written response to your {Offer / Complaint / Appeal / Information] with 30 days.

If you have any questions, please feel free to contact me directly. I will be available on phone: [T+00000000] and email: [email@email.com] in case of any query.

Yours sincerely,

[NAME]
[POSITION]
[COMPANY]

[Signature]

[Formal Name + Title]