

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement – Comments from Publisher to Author

Dear :

I have received your comments regarding the draft of my latest literary work. I thank you for taking the time to read my draft and for making such insightful comments. I have read your comments and considered them for the overall completion of this book.

I agree that the chapter about the dynamics of seagulls upon the ocean could have been expanded to include several other types of marine life. However, I believe that the section regarding the possibilities of sand was sufficient in regards to my reading audience. Likewise, the introduction that I have written is a testimony that I believe will prepare the reader for the purpose of the book. I do not believe that it deters from the subject. However, I would like to discuss your suggestion for the conclusion. Please contact me at your earliest convenience so that we may set up a time to discuss your comments.

Once again, thank you for your comments; they are always a valuable resource to my writing.

Sincerely,

N A M E