

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 of Letter

Dear :

I am writing to notify you that I received your letter on Date. I was greatly pleased at the promptness of your response. I will immediately begin the research to answer your questions.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E