

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: N A M E
Account No.

Dear N A M E:

This letter is intended to acknowledge that we have received the above-mentioned file on the date above. We will keep you informed of our progress.

Please call if you have any questions.

Sincerely,

N A M E