Company

Address

ZIP, State

ATTN:

Name Surname

Address

City ZIP

Country

[Month DD, YEAR]

RE: Case No. [Enter No.]

Dear [Add Name],

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.

Sincerely,

[Name Surname]

[Position]

[Company / Institution]