

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Information Request - [Reference Number/Subject]

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your request for information dated [Date of Request] regarding [Brief Description of Information Requested].

We are currently reviewing your request and gathering the necessary details. You can expect to receive a comprehensive response or the requested documents by [Expected Date].

If we require any further clarification or additional details from your side to fulfill this request, we will contact you shortly.

Thank you for your patience.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]