

[Regulatory Authority Name]
[Department/Division]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Recipient Name/Contact Person]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Acknowledgment of Notice regarding [Subject/Reference Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment that [Regulatory Authority Name] has received your notice dated [Date of Notice] regarding [Brief Description of Notice, e.g., Change in Operations, Compliance Update, or Incident Report].

The documentation has been assigned the following reference number for future tracking: [Reference/Case Number].

Our office is currently reviewing the information provided. Please be advised that:

- No further action is required from your side at this moment.
- We may contact you if additional clarification or supporting documentation is necessary.
- [Optional: A formal response or determination will be issued within X business days.]

Should you have any questions regarding this acknowledgment, please contact our office at [Phone Number] or [Email Address] and quote the reference number provided above.

Sincerely,

[Signature]
[Printed Name]
[Job Title]
[Regulatory Authority Name]