

[Your Name]
[Your Title]
[Your Company Name]
[Date]

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

Subject: Acknowledgment of Final Communication

Dear [Recipient Name],

This letter serves as formal acknowledgment of your last communication received on [Date] regarding [Reference Matter/Case Number].

We have carefully reviewed the information provided. Please be advised that all internal processes concerning this matter have now been concluded. We have updated our records to reflect that this is the final correspondence on this subject.

As all necessary actions have been taken and all relevant points have been addressed, we consider this matter closed. No further response will be required from your side, and we do not anticipate further outreach regarding this specific file.

Thank you for your cooperation throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]