

Dear
of the
from

Mr. [Name]
[Address]
[City]

Dear Sir
I have the honor to acknowledge
the receipt of your letter of the
[Date] and in reply to inform you
that the same has been forwarded
to the proper authorities for their
consideration.

[Handwritten signature]

I am, Sir, very respectfully,
Your obedient servant,
[Name]
[Title]

