

Formal and Encouraging

Subject: Acknowledgement of Proposal Submission

Dear [Recipient Name],

This letter serves to acknowledge the receipt of your proposal titled [Proposal Title] submitted on [Date]. We appreciate the time and effort you have invested and will evaluate it carefully.

Our team will notify you of the outcome or next steps by [Date]. Thank you for considering collaboration with [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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