

Official and Serious

Subject: Acknowledgement of Contract Submission

Dear [Recipient Name],

We formally acknowledge the receipt of your signed contract dated [Date]. Your submission has been recorded and will be processed by our legal and administrative departments.

We appreciate your cooperation and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acknowledgement-letter-sample-for-business>