Sample Letter of Acknowledgment

Joseph Smith  
Acme Trading Company  
5555 S. Main Street  
Anywhere, California 90001​​  
March 25, 2018

​​​Re: ​**Legal Case No. 24**

Dear \_\_\_\_\_\_:

Because Mr. Doug Jones is out of the office for the next two weeks, I am acknowledging receipt of your letter dated March 20, 2018. It will be brought to his attention immediately upon his return.  
If I may be of any assistance during Mr. Jones' absence, please do not hesitate to call.  
Yours sincerely,

Joseph Smith

Sign the letter under the closing, "Yours sincerely," just above your name.