[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Acknowledgment Letter for Receiving a Report or Memo

[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

I enjoyed our meeting today and have sent your request for information on the Wilson case to the Medical Records Office. The Records Supervisor, Wendy, is phenomenal. She said she could have it all copied and ready to mail to you by the end of business tomorrow.

Let me know if you don't receive them by the end of the week.

If there is anything further our office can do to help, I'd be happy to assist.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-