

Mr. [Name] of [Address]
[City], [State]

[Address]

I have the pleasure to
acknowledge the receipt of your
kind letter of the 10th inst. in
reference to the [subject] and
in reply to inform you that
the same has been forwarded to
the proper authorities for their
consideration. I am, Sir,
Very Respectfully,
Yours,
[Name]

[Name]

[Address]

[City], [State]

[Phone Number]