To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Acknowledgement of Receipt of Financial Reports**

Dear Sir/Madam,

On behalf of the management of [mention Bank Name] Bank, I would like to acknowledge the receipt of financial reports from your company, [mention Company’s Name]. Let me remind you that the bank required these reports subject to your application of a long term loan.

Our team of experts will be reviewing these financial reports. We will inform you about our decision regarding the approval of loan within [mention Number of Days] working days. Feel free to contact us for any details or queries.

Thanks a lot!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]