To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Acknowledgement of Receipt of Project Report**

Dear Sir/Madam,

It is to acknowledge that the report for the project, [mention Name of the Project] has been received. As you can understand that being the project manager, it is my duty to require monthly updates on the aforementioned project. I have received the report today and within three days, I will be providing my assessment for the undergoing project.

I would like to thank you for sending the report on time. Feel free to contact me for any queries or information.

Thanking you in anticipation!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]