



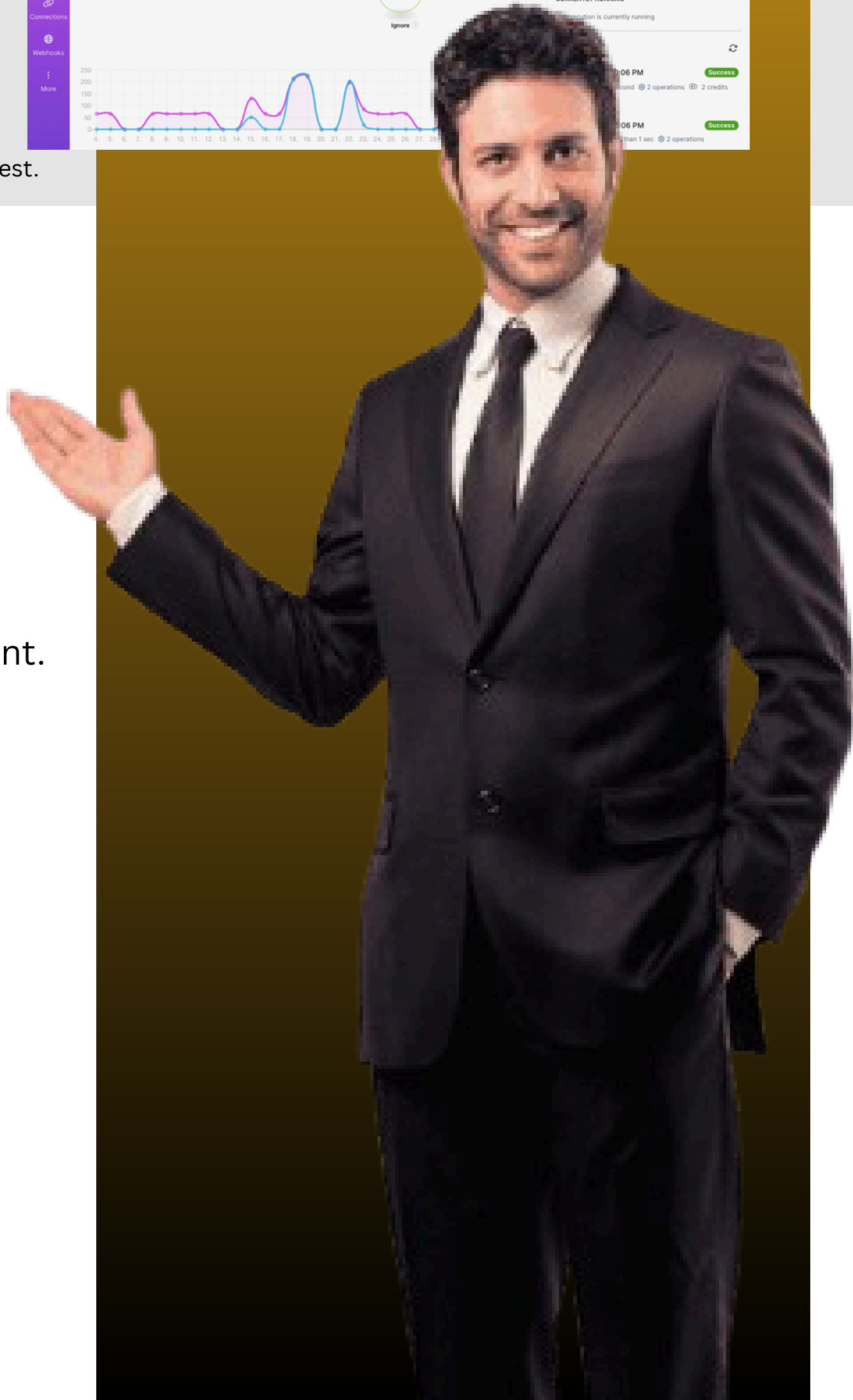
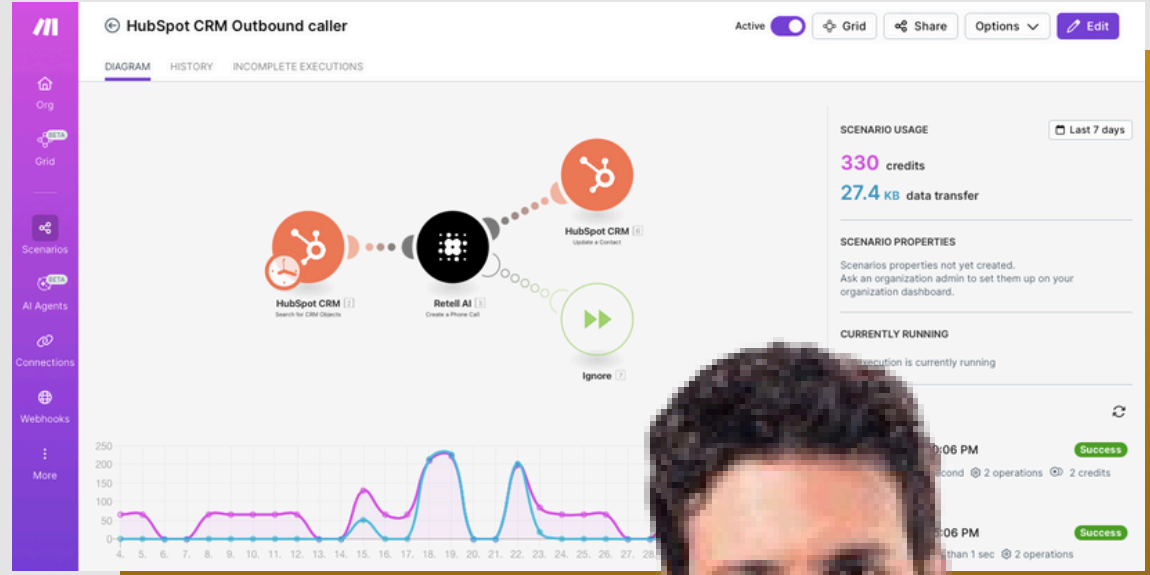
**JOB AID**

# INTERNATIONAL ACKNOWLEDGEMENT MESSAGE FRAMEWORK

Respond promptly without over-committing.

**Use When**

You cannot act immediately on an internal request.



**Structure**

- Acknowledge receipt
- State when you will follow up
- Clarify next step or dependency

**Reminder**

Acknowledgment is not agreement.

