

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

Subject: Acknowledgment of [Specify What is Being Acknowledged]

I am writing to formally acknowledge the receipt of [briefly describe the document, item, or communication being acknowledged]. We appreciate your [effort, promptness, etc.].

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your School's Name]