

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [describe the item, document, request, etc.], which was received on [date of receipt].

I appreciate your consideration and efforts regarding [mention the relevant context or purpose]. This will greatly assist in [briefly explain how it will help or what the next steps will be].

Thank you once again for your support. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]