

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

[District Collector's Name]  
[Office of the District Collector]  
[Office Address]  
[City, State, Zip Code]

Dear [District Collector's Name],

Subject: Acknowledgment of [Specify the Purpose]

I hope this letter finds you in good health and spirits.

I am writing to formally acknowledge receipt of [mention the documents, correspondence, or any other matter you are acknowledging]. This is to confirm that we have received [details of the items or information received] on [date you received the items].

We appreciate your timely response and assistance regarding [specific issue or matter]. Your support has been invaluable in helping us [mention any outcomes or next steps].

Thank you once again for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]