

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

[Recipient's Name]
[Recipient's Title]
[Unit/Organization Name]
[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgment of [Specify the Purpose, e.g., Receipt of Service Document, Notification, etc.]

I hope this letter finds you well. I am writing to formally acknowledge the receipt of [briefly describe what you received, e.g., "my enrollment letter in the United States Marine Corps", "the service documentation", etc.] dated [date of the document].

I understand the significance of this correspondence and assure you that I have reviewed the contents carefully. [Optional: Include any relevant response or steps you are taking, e.g., "I am looking forward to my upcoming training and will complete the required preparations as instructed."]

Thank you for your guidance and support during this process. Should you need further information from my side, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Rank/Position, if applicable]

[Your Unit/Organization, if applicable]