

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of [mention specific document, item, or information received, e.g., "the completed proposal for the BQ project"], which we received on [date].

We appreciate your promptness and the effort put into [briefly mention what was provided, e.g., "the detailed submission"]. Our team will review the information and get back to you by [mention timeframe, if applicable, e.g., "the end of next week"].

Thank you once again for your diligence and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]