

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of [specific subject or document]

I hope this message finds you well. I am writing to formally acknowledge the receipt of [specific document, item, or information] that you provided on [date of receipt].

I appreciate your promptness in sending this to me. If there are any further actions required on my part, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]