

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

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

Dear [Recipient's Name],

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

I appreciate your efforts in providing this information and value the opportunity to [mention relevant details related to the acknowledgment]. Please feel free to reach out if you need further clarification or any additional information.

Thank you once again for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Organization (if applicable)]