

[Your Name]  
[Your Title]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of the research data and findings submitted by you and your team regarding [specific research topic or title].

We appreciate the thoroughness and rigor of your work in this critical area of epidemiology. Your contributions are invaluable to advancing our understanding of [specific diseases, public health strategies, etc.]. Please ensure that we have the appropriate permissions to utilize this data in our ongoing projects. We look forward to collaborating with you further on this important research.

Thank you again for your commitment and efforts in this field.

Sincerely,

[Your Name]  
[Your Title]