

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

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [specific item or document, e.g., "the proposal submitted for the EWOL project"]. We appreciate your effort and the time invested in preparing it.

We are currently reviewing the information provided and will get back to you shortly with our feedback or any further questions we may have.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]