

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Receipt

We acknowledge the receipt of [briefly describe the document or item received, e.g., "your proposal regarding the FVD project"] on [date of receipt].

We appreciate your efforts and the information provided. Our team will review it thoroughly and we will get back to you by [specify follow-up time frame, e.g., "the end of next week"].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]