

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

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

Dear [Recipient Name],

Subject: Acknowledgment of [Specific Matter or Document]

I hope this letter finds you well.

We hereby acknowledge receipt of [describe the document or matter, e.g., "your proposal submitted on [date]"]. We appreciate your efforts and the information provided.

Please be assured that we will review the contents carefully, and we will reach out to you should we require any further information or clarification.

Thank you for your cooperation.

Sincerely,

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