

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

[Recipient's Name]
[Recipient's Title]
[Fzrox or Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of [specific documents, items, or information] related to [specific project or purpose] on [date of receipt].

I appreciate your promptness and attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title or Position]
[Your Company Name]