

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally acknowledge the receipt of [specific amount] received on [date of receipt]. I appreciate your promptness and support regarding this matter.

Your generosity/contribution will greatly assist in [mention purpose or reason, if applicable]. Thank you once again for your kindness.

If you have any questions or need further information, please do not hesitate to contact me.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]