

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

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [specific item or document] that you sent on [date]. I appreciate your promptness and attention to detail regarding this matter.

[Optional: Briefly describe the significance or context of the item/document, if applicable].

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

Thank you once again for your correspondence.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]