

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of [describe the item or information received] on [date received]. We appreciate your promptness in providing this information and your continued collaboration.

Thank you once again for your support.

Sincerely,

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