

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

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

Dear [Recipient's Name],

Subject: Acknowledgment of Receipt

I am writing to formally acknowledge receipt of [describe the item, document, or package received] on [date received].

Thank you for your prompt attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]

[Your Company/Organization Name, if applicable]