

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgment of [Specify Purpose/Document]

I am writing to formally acknowledge the receipt of [specify the document or purpose, e.g., "the application for grant funding," "the proposal," etc.] submitted on [date of submission].

We appreciate your efforts and the information provided, which is essential for our [mention the relevant process, e.g., "evaluation," "consideration," etc.].

Please let us know if you require any further information or clarification. We look forward to our continued collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]