

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department Name]
Government of Jharkhand
[Address]
[City, State, ZIP Code]
Subject: Acknowledgment of [Specify Document/Communication Title]
Dear [Recipient's Name],
I am writing to formally acknowledge the receipt of [specify
document/communication], dated [date of the document].
We appreciate your communication regarding [briefly state the purpose or
content of the communication].
Please confirm if there are any further actions required from our side or
if you need additional information.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]