

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

To

The [Recipient's Title]
[Department/Office]
Jharkhand University
[University Address]
[City, State, Zip Code]

Subject: Acknowledgement of [Specify the Subject]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of [describe the document/item or purpose, e.g., your application, documents, etc.] submitted on [date of submission].

I appreciate your prompt attention to this matter, and I look forward to your response concerning [any specific expectation or next steps].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]