

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

[Recipient's Name]
[Recipient's Title]

Jefferson County Public Schools

[School or District Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of your correspondence dated [insert date of correspondence] regarding [briefly summarize the subject].

Thank you for providing the necessary information. I appreciate your efforts in [mention any specific action or information provided].

Please let me know if further communication is required.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]
[Your Affiliation, if applicable]