

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

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

JCPenney

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of [Specify Purpose, e.g., Application, Gift, Service]

I hope this letter finds you well. I am writing to acknowledge receipt of [describe the item, service, or application received, e.g., your employment application, your generous donation, etc.] on [date received]. Thank you for [specific mention related to the item, e.g., considering my application to join the JCPenney team, your generous support, etc.]. I appreciate the opportunity to [express any relevant thoughts or gratitude].

Should you require any further information or if there are next steps to take, please feel free to contact me at your earliest convenience.

Thank you once again.

Sincerely,

[Your Name]

[Your Job Title if applicable]