

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

The Superintendent of Police

Jharkhand Police

[Police Station/Department Name]

[Police Station Address]

[City, State, Zip Code]

Subject: Acknowledgment of [Specify the Document/Request]

Dear [Superintendent's Name],

I am writing to formally acknowledge the receipt of [specific document/request] dated [date of the document/request].

I appreciate the prompt response and the professionalism displayed by your team in handling this matter. I understand the importance of the ongoing processes and assure you of my cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]