

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally acknowledge the receipt of [specific document, package, or information] sent by your organization on [date of receipt].

We appreciate your promptness and attention to detail in this matter.

This acknowledgment serves to confirm that we have received the following:

- [List specific items or documents received]

We will review the contents and get back to you if there are any further questions or clarifications needed.

Thank you once again for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]