

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

[Recipient Name]  
[Recipient Title]

JYP Company

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document/item, e.g., "your recent correspondence regarding our collaboration"].

I appreciate your timely communication and the information provided. We look forward to [mention any next steps, if applicable, e.g., "moving forward with our partnership"].

Thank you for your attention to this matter. Please feel free to reach out if you need further information or clarification.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]