

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document or item] sent to me on [date]. I appreciate your effort in [briefly describe the context, e.g., submitting the document, providing information, etc.]. Please let me know if there are any further steps needed on my part, or if you require additional information.

Thank you once again for your attention and support.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]