

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Acknowledgment Receipt of [Document/Item]  
Dear [Recipient's Name],  
I hereby acknowledge the receipt of [describe the document/item] sent on  
[date received].  
Details:  
- Description: [Brief description of the document/item]  
- Received on: [Date]  
- Condition: [Brief statement on the condition]  
Thank you for sending this/these items.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]