

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document, item, or information] related to [specific purpose or context]. We appreciate your promptness in providing this material, as it plays a crucial role in [briefly explain the significance or use of the document/item].

Thank you once again for your cooperation and support. Should you require any further information or clarification, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization]