

[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 the
[document/paper/report] regarding [brief description of the content],
which was submitted on [date of submission].

We appreciate your efforts in [mention any specific actions or
involvement], and we assure you that we will review the material
thoroughly.

Thank you for your contribution to the GvSW initiative. We look forward
to further engagement and collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]