

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

[Recipient Name]
[Recipient Title]

NTPC Limited

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

Subject: Acknowledgment of Receipt

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specify the document or item received, e.g., "the contract agreement," "the payment," "the project report," etc.] on [insert date of receipt].

Thank you for your attention to this matter. If you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]