

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this message finds you well.  
I am writing to formally acknowledge your recent response regarding  
[specific matter or issue]. I appreciate the clarity and detail you  
provided, and I am satisfied with the information shared.  
Thank you for your prompt attention to this matter. If there are any  
further developments or areas that require discussion, please do not  
hesitate to reach out.  
Best regards,  
[Your Name]  
[Your Position, if applicable]