

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge receipt of your [document, package, correspondence, etc.] dated [date of the document]. We appreciate your promptness and attention to this matter.

We will review the contents and get back to you by [response date].

Should you have any questions in the meantime, please feel free to contact me at [your phone number] or [your email address].

Thank you once again for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]