

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

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

Dear [Recipient's Name],

I am writing to confirm that I have received your request regarding [specific subject or situation]. I appreciate your communication and am pleased to acknowledge the receipt of your message.

Please let me know if you need any further information or assistance regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]