

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

[Recipient's Name]
[Recipient's Position]

QD Medical

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to acknowledge receipt of [specify documents, materials, or information] sent by QD Medical on [date]. We appreciate your prompt communication and the effort you have put into this matter.

[Optional: Briefly mention the relevance or importance of the documents received.]

Thank you once again for your attention. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]