

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document, request, or item] related to [brief description of the subject, e.g., "the Szcz project"].

We appreciate your efforts and the information provided, and we assure you that we will review [the document/item] thoroughly. Should we require any additional details or have further inquiries, we will reach out to you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]