

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

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

Dear [Recipient's Name],

Subject: Acknowledgment of Receipt

I hope this letter finds you well.

I am writing to formally acknowledge the receipt of [specific document/item, e.g., the TTS report, proposal, etc.], which was received on [date]. We appreciate your prompt submission and the effort put into this matter.

We will review the contents thoroughly and will reach out to you if further information is needed.

Thank you once again for your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization Name]