

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
University of Queensland  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Acknowledgment of [Specific Matter or Event]  
I am writing to formally acknowledge [describe the matter or event, e.g.,  
"the receipt of your communication regarding my application," "my  
participation in the recent seminar," etc.].  
I appreciate [express gratitude or recognition related to the matter,  
e.g., "the opportunity to engage with faculty," "the support provided in  
my academic journey," etc.].  
Furthermore, I look forward to [mention any future interactions,  
commitments, or expectations].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]