

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the VGA cable provided by your company on [date of receipt]. We appreciate your prompt delivery and the excellent quality of the product.

This VGA cable will be instrumental in our [mention specific use or project]. We look forward to utilizing it to enhance our [mention any relevant systems or processes].

Thank you once again for your support and collaboration. Please feel free to reach out if you have any further inquiries.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]