

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

Dear [Recipient's Name],

I am writing to acknowledge the receipt of the VQD [specific document/report/transaction] dated [date]. We appreciate your attention to detail and the timely submission of this important information. Thank you for your continued collaboration. If you have any questions or require further assistance, please feel free to reach out.

Sincerely,

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