

[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 message finds you well.

This letter serves to acknowledge the receipt of [specify the document, item, or information] submitted on [date of submission]. We appreciate your prompt action and attention to this matter.

[Optional: Briefly mention any relevant details or next steps related to the acknowledgment.]

Thank you for your cooperation. Should you have any further questions, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]