

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of [Specific Item/Action]

I hope this message finds you well. I am writing to formally acknowledge receipt of [describe the document, action, or item being acknowledged, e.g., "the Vaccine Zoster Virus (VZV) report submitted on [date]"].

Thank you for your prompt submission. This acknowledgment confirms that we have received the [document/item] and will process it accordingly. We appreciate your attention to this matter and your continued collaboration.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]