

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

[Recipient's Name]  
[Recipient's Title]

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[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of [specific document,  
information, or material] received on [date].

Thank you for your assistance and support.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]