

[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],

Subject: Acknowledgment Letter

I hope this message finds you well.

I am writing to formally acknowledge the receipt of [briefly describe the document/item, e.g., "the proposal submitted on [date]"]. We appreciate your effort in providing us with this information.

[Optional: Include any specific comments or information about the document/item, e.g., "Your insights on the project timeline are particularly valuable."]

We will review the contents thoroughly and will get back to you by [mention a timeframe for follow-up, e.g., "the end of next week"].

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Sincerely,

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