

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

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

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your letter dated [date of the original letter] regarding [subject of the letter, e.g., "the WDAC initiative"].

I appreciate the information you provided and look forward to further discussions on this matter.

Thank you for your communication. Please feel free to reach out if further clarification is needed.

Best regards,

[Your Name]
[Your Title, if applicable]
[Your Company/Organization, if applicable]