

[Your Name]
[Your Title]
[Your Organization]
[Your 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],

I hope this message finds you well.

I am writing to acknowledge receipt of your

[correspondence/document/communication] dated [date]. We appreciate the information you provided and want to confirm that it has been received.

Thank you for your attention to this matter. We will review the contents and respond accordingly.

Best regards,

[Your Name]
[Your Title]
[Your Organization]