

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

[Recipient Name]  
[Recipient Title]

WQAD

[WQAD Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific  
information, document, or service] from WQAD on [date of receipt].

Thank you for your [assistance/support/professionalism]. I appreciate the  
attention to detail and promptness with which this was handled.

If further information is needed, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]