

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

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [describe the materials, documents, or information received] on [date received]. Thank you for providing [briefly specify the purpose or significance].

[Optional: Include any further details or context about the acknowledgment.]

If you have any questions or need further information, please feel free to contact me.

Thank you once again.

Sincerely,

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