

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of [Specify the document, agreement, etc.]

I hope this message finds you well.

This letter serves to formally acknowledge the receipt of [Specify the item, e.g., your proposal, the agreement, etc.] dated [Insert date] which was received on [Insert date of receipt]. We appreciate your efforts and the time taken to provide this document.

[Optional: Brief comments regarding the document, e.g., "We have reviewed the proposal and find it to be well-structured."]

Please feel free to reach out if you require any further information or clarification.

Thank you once again for your communication.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]