

[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],

Subject: Acknowledgment of XDJ

I hope this message finds you well. I am writing to formally acknowledge the receipt of the XDJ documentation/material/item provided on [insert date].

I appreciate your timely communication and support regarding this matter. The information has been reviewed and will be taken into consideration for our ongoing projects.

Thank you once again for your assistance. Please do not hesitate to reach out if you need further information or if there are additional steps I should follow.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company/Organization Name]