

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the receipt of [specific item or document, e.g.,
"your recent correspondence regarding the XDJ project"].

We appreciate your timely communication and will review the details
accordingly. Should we require any further information, we will reach out
to you directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]