

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

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

Dear [Recipient's Name],

I am writing to acknowledge receipt of your correspondence dated [Date of Correspondence] regarding [Brief Description of Correspondence].

I appreciate the information provided and will ensure that it is reviewed promptly. Should any further clarification or additional information be required, I will not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company/Organization Name] (if applicable)