

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific documents/files/information] in relation to [mention the purpose or project, e.g., XDS initiative]. We appreciate your timely submission and cooperation in this matter.

Our team will review the materials and proceed with the next steps accordingly. If any further information or clarification is required, we will reach out to you.

Thank you once again for your collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]