

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of [specific document or item received] on [date received]. I appreciate the promptness and the effort you put into sending this material. Please let me know if there is anything further that you require on my end.

Thank you once again for your attention to this matter.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Contact Information]