

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [describe the item/document], which was received on [date of receipt]. We appreciate your promptness in sending this [item/document].

We will begin the review process and will reach out if further information is required. Thank you for your cooperation and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]