

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

Dear [Recipient's Name],

I am writing to acknowledge the receipt of [specific document or item, e.g., "your recent submission regarding XQD"]. We appreciate your prompt communication and the detailed information provided.

We will review the contents and get back to you if further information is required. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]