

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

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [specific document, item, or information] regarding [brief description of the context, e.g., "the XQGLQ project"].

Thank you for your prompt communication and support. I appreciate your attention to this matter.

If you have any further information or need additional clarification, please do not hesitate to contact me.

Best regards,

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