

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

[Recipient Name]
[Title/Position]

Yharnam University

[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document or information] dated [date of document]. I appreciate the prompt communication and support provided by Yharnam University.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Department, if applicable]