

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

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of your [document, proposal, or inquiry] dated [date]. Thank you for taking the time to [state what the recipient did, e.g., submit a proposal, reach out with a question, etc.].

We appreciate your effort and the information provided, which we will review thoroughly. Should we require any further details, we will be in touch.

Thank you once again for your [interest, submission, etc.].

Sincerely,

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