

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of [Specify Purpose]

We hereby acknowledge the receipt of [specific documents, payments, or other relevant items] dated [date].

Thank you for your prompt attention to this matter. We appreciate your cooperation and look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]