

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

Dear [Recipient Name],

I am writing to acknowledge receipt of [specific document, item, or information] that you sent on [date]. We appreciate your promptness in providing this information, and it will be essential for our [project, task, or purpose].

Thank you for your cooperation and assistance. If you have any further questions or need additional information, please do not hesitate to contact me.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]