

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

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

Dear [Recipient's Name],

Subject: Acknowledgment of ZDARMA

I am writing to formally acknowledge receipt of the ZDARMA service/materials provided on [date]. We appreciate your prompt delivery and the professionalism exhibited throughout the process.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Your Title] (if applicable)

[Your Company/Organization Name] (if applicable)