

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

[Recipient Name]
[Recipient Position]
[ZDF (Zweites Deutsches Fernsehen)]
[ZDF Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of [Specify Purpose]

I am writing to formally acknowledge the receipt of [specific documents, materials, or correspondence] on [date of receipt]. We appreciate your prompt response and the information provided.

[Optional: Brief details about the contents or importance of the received items.]

Thank you for your support and collaboration. If you need further information or clarification, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]