

[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 Received Contract

I am writing to formally acknowledge the receipt of the contract dated [contract date] for [brief description of the contract purpose]. I have reviewed the terms and conditions outlined in the document and agree to be bound by them.

If there are any further steps or actions required from my side, please do not hesitate to inform me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company, if applicable]