

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [describe the document, item, or service] that was sent on [date of receipt]. We appreciate your promptness and attention to detail in this matter.
[Optional: Include any additional relevant details or context regarding the acknowledgment.]

Thank you once again for your collaboration. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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