

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [specific document, item, or information], which was received on [date]. We appreciate your promptness in providing this information.

[Optional: Briefly discuss the importance of the received document or information and any next steps or actions that will be taken.]

Thank you once again for your cooperation and support. If you have any further questions or require additional information, please feel free to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]