

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Acknowledgment of [Describe the Subject]
I am writing to formally acknowledge the receipt of [specific document or
information] received on [date].
I appreciate your efforts in providing this and will ensure that it is
handled accordingly.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Your Organization (if applicable)]