

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position/Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of the ZKID documentation received on [date of receipt].

We appreciate your timely submission and look forward to reviewing the details provided.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]