

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [description of the document, package, or item received] on [date received].

Thank you for sending [specific details about the contents]. I confirm that the [document/item] is in good condition and meets the expected criteria.

If you require any further information or have any questions, please feel free to contact me at your earliest convenience.

Thank you once again for your prompt assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Your Company/Organization Name (if applicable)]