

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Qatar National Bank (QNB)
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of [specific document or information] related to [briefly describe the purpose, e.g., loan application, account opening, etc.].

Thank you for your assistance and support throughout this process. I appreciate the timely communication and guidance provided by your team. Should you require any further information or documentation from my side, please do not hesitate to reach out.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title, if applicable]