

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Receipt of XLS File

We would like to formally acknowledge the receipt of the Excel file titled "[File Name]" sent on [Date of Receipt].

The contents of the file have been reviewed, and we appreciate your efforts in providing this information. Our team will ensure that it is processed accordingly.

Should you have any further questions or require additional information, please do not hesitate to reach out.

Thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]