

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Zhang [Last Name]  
[Zhang's Position]  
[Zhang's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear Zhang,

I am writing to formally acknowledge the receipt of [specific document, item, or information] you provided on [date]. We appreciate your efforts and the valuable information you shared.

Your contribution is vital to our ongoing projects, and we look forward to continuing our collaboration. If you have any questions or further information to provide, please do not hesitate to reach out.

Thank you once again for your support.

Sincerely,

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