

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Postal Service Name]  
[Postal Service Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Acknowledgment of [Package/Letter/Service]  
I am writing to formally acknowledge the receipt of [specific  
package/letter/service] sent on [date sent] with tracking number  
[tracking number if applicable].  
I appreciate the efficient handling and delivery of this  
[package/letter/service].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]