

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of your written communication dated [date of the communication]. We appreciate your timely correspondence and the valuable information you have shared with us.

Your message has been received and will be reviewed accordingly. We will respond to your inquiry or feedback as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]