

[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 formally acknowledge the receipt of your correspondence dated [Date of Correspondence]. I would like to confirm that I have received the documents/information you sent.

I appreciate your promptness and the details provided in your communication. Rest assured, I will review the materials thoroughly and respond as necessary.

Thank you for your attention to this matter. If you require any further information or clarification, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]