

Formal letter acknowledging receipt and expressing thanks

Subject: Acknowledgement and Gratitude

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of [document/item/service] and to extend my sincere thanks for your prompt assistance. Your efforts have been invaluable, and I deeply appreciate your support.

Thank you once again for your professionalism and dedication.

Sincerely,

[Your Name]

[Position/Organization]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acknowledgement-thank-you-letter>