

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge receipt of the documents you sent on [date of receipt]. The following documents have been received:

- [Document 1]
- [Document 2]
- [Document 3]

Thank you for sending these documents. If you have any further questions or need additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]