

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of shipping documents related to our recent shipment, however, we have noted that the following paperwork is incomplete:

- [Specify missing document 1]
- [Specify missing document 2]
- [Specify missing document 3]

To proceed with the shipment processing, we kindly ask you to provide the missing documents at your earliest convenience. Your prompt attention to this matter will help us avoid any delays.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]