

# Receipt Acknowledgment

Date: [Insert Date]

To: [Sender's Name]

Address: [Sender's Address]

Subject: Acknowledgment of Receipt for Certified Post

Dear [Sender's Name],

This letter serves to confirm the receipt of your certified post mailed on [Insert Mailing Date]. The details of the said correspondence are as follows:

- Tracking Number: [Insert Tracking Number]
- Date Received: [Insert Date Received]
- Received By: [Recipient's Name]

Thank you for your correspondence. Should you need any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]