

Document Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to formally acknowledge the receipt of the following documents:

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

We confirm that these documents were received on [Insert Date of Receipt] and are in good order.

If you have any further queries, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]