

Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Confirmation of Signed Documents

Dear [Recipient's Name],

This letter is to confirm the receipt of the signed documents as per our agreement dated [Insert Agreement Date]. The following documents have been received:

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

Please let us know if you have any questions or require further clarification regarding this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]