

Receipt Verification for Executed Agreement

Date: [Insert Date]

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

To:
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of Receipt for Executed Agreement

Dear [Recipient Name],

This letter serves as a formal verification of receipt for the executed agreement dated [Insert Date of Agreement]. We acknowledge the receipt of the signed documents pertaining to the agreement titled "[Insert Title of Agreement]."

For our records, please confirm that the following documents have been received:

- Executed Agreement
- Supporting Documents (if any)

If you have any questions or require further details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]