

# Letter of Acknowledgment for Receipt of Documents

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge receipt of the following documents:

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

These documents were received on [Insert Date of Receipt]. Thank you for your prompt submission. If you have any questions or require further assistance, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]