

# Confirmation of Received Documentation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to confirm that we have received the following documentation:

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

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]