

# Acknowledgment of Receipt of Official Transcript

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of the official transcript from [Name of Student] dated [Date of Transcript]. The transcript has been successfully received and will be processed accordingly.

If you have any questions or require further information, please feel free to contact us.

Thank you for your prompt submission.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]