

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

Dear [Applicant's Name],

We hereby confirm the receipt of your documents submitted on [Submission Date] for the purpose of [specify purpose, e.g., visa application, passport renewal, etc.].

The documents received include:

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

Your application is currently being processed. Please feel free to contact us should you have any inquiries regarding your application status.

Thank you for your attention.

Sincerely,

[Embassy Official's Name]

[Position]

Embassy of [Country Name]