

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [DD/MM/YYYY]

Document Confirmation Receipt

Reference Number: [Reference Number]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hereby confirm the receipt of your documents submitted for [specific purpose, e.g., visa application, passport renewal] on [submission date]. The following documents were received:

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

Your application is currently being processed, and you will be notified of any updates or additional requirements via email or phone.

Thank you for your cooperation.

Sincerely,

[Embassy Official Name]

[Title]

[Embassy Name]