Embassy of [Country]

[Embassy Address]
[City, State, Zip Code]
[Date]
To Whom It May Concern,
This letter serves as an acknowledgment of the receipt of the documents submitted by [Applicant's Name] for processing on [Submission Date]. The following documents have been received:
 [Document 1] [Document 2] [Document 3]

These documents will be reviewed and processed in accordance with the embassy's guidelines. If additional information is required, the applicant will be notified directly.

Thank you for your attention to this matter.

Sincerely,

[Embassy Official's Name]

[Title]

Embassy of [Country]