

# Confirmation of Received Documents

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that we have received the documents you submitted for publication on [Insert Date of Submission]. The following documents have been received:

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

We appreciate your promptness in sending these materials. Our team will review the documents and we will get back to you shortly regarding the publication process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]