

# Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Confirmation of Transfer Request

Dear [Recipient's Name],

We hereby confirm the receipt of your transfer request submitted on [Insert Submission Date].

Details of the transfer request are as follows:

- **Request ID:** [Insert Request ID]
- **Transfer Amount:** [Insert Amount]
- **Transfer Date:** [Insert Transfer Date]
- **Recipient Account:** [Insert Recipient Account Information]

Please allow us [Insert Time Frame] for processing your request. You will receive further updates regarding the status of your transfer.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]