

Confirmation of Received Instructions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your instructions regarding [briefly describe the subject or directive]. We appreciate your prompt communication and would like to assure you that we are taking the necessary steps to implement your instructions.

Please find below a summary of the instructions received:

- [Instruction 1]
- [Instruction 2]
- [Instruction 3]

If you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]