

# Official Receipt of Your Instructions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as an official receipt of your instructions received on [Insert Date]. We acknowledge that the following instructions have been noted:

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

Please feel free to contact us should you need further assistance regarding these instructions.

Thank you for your communication.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]