

Receipt Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are writing to confirm the receipt of your instructions regarding [specific instructions or details]. We appreciate your prompt communication and will ensure that your requests are processed accordingly.

Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]