

Verification of Instruction Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to verify the receipt of your instructions regarding [specific instructions or subject matter].

We acknowledge that the following instructions have been received:

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

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]