

Letter of Assurance

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide assurance regarding the documentation that was submitted on [insert submission date]. We have reviewed all paperwork thoroughly and can confirm that it meets the necessary requirements.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company]