

# Confirmation of Receipt of Documents

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the receipt of the following documents sent on [Date of Document Submission]:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your efforts in sending these documents and will review them promptly. Should we require any further information, we will not hesitate to contact you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]