

Document Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the receipt of the documents you provided on [Insert Date]. We have received the following documents:

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

All documents are in good order and will be reviewed promptly. Should we require any further information, we will reach out to you accordingly.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]