

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Confirmation of Receipt of Electronic Documents

Dear [Supplier Contact Name],

We are writing to confirm the receipt of the electronic documents you submitted on [Insert Submission Date]. The following documents were received:

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

We appreciate your promptness in providing these documents. Please let us know if you need any further information or support.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]