

# Official Acknowledgment of Loan Records

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of the loan records that were submitted to us on [insert date].

The documents include:

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

We appreciate your prompt submission and assure you that we will review the records diligently. Should we require any further information, we will contact you at the provided details.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]