

Receipt Acknowledgment for Loan Application Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of the loan application materials submitted on [Insert Submission Date]. The following documents were included:

- Completed Loan Application Form
- Credit Report
- Proof of Income
- Identification (e.g., Driver's License, Passport)
- Other Supporting Documents

We appreciate your prompt submission of these materials and will begin reviewing them shortly. Should we require any additional information, we will reach out to you directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]