

Acknowledgment of Received School Documents

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to acknowledge the receipt of the following documents submitted on [Insert Submission Date]:

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

We appreciate your promptness in providing these documents. Please feel free to reach out if there are any further requirements or questions.

Thank you,

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[School Name]