

# Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

Dear [Recipient's Name],

This letter is to confirm that we have received your paperwork regarding [specific paperwork details] for [Student's Name]. We appreciate your prompt submission and cooperation.

Please be assured that we are processing your documents and will notify you should we require any further information.

If you have any questions or need further assistance, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]