

Confirmation of Document Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of School Document Submission

Dear [Recipient's Name],

This letter is to confirm that I have submitted the following documents to [School/Institution Name] on [Submission Date]:

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

Please let me know if you require any further information or additional documents.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]