

Notification of Receipt of School Documents

Date: [Insert Date]

To: [Recipient's Name]

From: [Your School/Organization Name]

Subject: Notification of Receipt of School Documents

Dear [Recipient's Name],

We are writing to inform you that we have received the following school documents:

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

Thank you for your prompt submission. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your School/Organization Name]

[Contact Information]