

Official Acknowledgment of School Paperwork

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of the following documents pertaining to your child, [Child's Name]:

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

These documents have been received and will be processed in due course. If there are any further requirements, we will notify you promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]