

Receipt Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge the receipt of your letter dated [Insert Date of Recipient's Letter]. We appreciate your correspondence and will respond accordingly.

If you have any questions, feel free to contact us at your convenience.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]