

# Confirmation of Assistance Received

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to confirm that we have received your assistance regarding [specific details of the assistance received]. We appreciate your prompt response and support.

Details of Assistance:

- Type of Assistance: [Type]
- Date of Receipt: [Date]
- Reference Number: [Reference Number]

Thank you once again for your assistance. Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]