Document Delivery Acknowledgment

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to acknowledge the receipt of the following documents delivered on [Date of Delivery]:

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

We appreciate your prompt delivery of these documents, and we will review them accordingly. Should you have any further questions, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]