

Document Reception Confirmation

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Confirmation of Document Reception

Dear [Recipient's Name],

This letter is to confirm that we have received the following documents from you:

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

We appreciate your promptness in sending these documents. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]