

Document Confirmation Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that the following documents have been sent to you on [Insert Date of Sending]:

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

If you have any questions or require further information, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Title]