

# Receipt Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the receipt of your submitted paperwork. The documents were received on [Insert Date] and are currently under review.

Please keep this notification for your records. If you have any questions or require further information, do not hesitate to contact us at [Insert Contact Information].

Thank you for your submission.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]