

# File Verification Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm the receipt of the files submitted on [Insert Submission Date]. After careful review, we have verified that the following files have been received:

- [File Name 1]
- [File Name 2]
- [File Name 3]

We appreciate your timely submission. Should you have any questions or require further assistance, please feel free to contact us at [Insert Contact Information].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]