

Letter of Affirmation for Receipt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an affirmation that I have received the following document(s) from you:

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

The aforementioned document(s) were received on [Insert Date of Receipt]. Please let me know if you require any further information or documentation on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]