

## Sample Business Letter for Acknowledgment of Receipt of Documents

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

This letter is to formally acknowledge receipt of the following documents from your office:

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

We confirm that these documents were received on [Date of Receipt]. If any additional documentation or information is required, we will contact you promptly.

Thank you for your cooperation. Should you have any further questions or require confirmation of receipt, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]