

Letter of Acknowledgement with Business Document Submission

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company/Organization]

[Recipient Address]

Subject: Acknowledgement of Business Document Submission

Dear [Recipient Name],

We hereby acknowledge receipt of the following business document(s) submitted to us on [submission date]:

- [Document Name/Type 1]
- [Document Name/Type 2]
- [Any additional documents]

Thank you for providing the above-mentioned document(s) to our office. We have reviewed the contents and confirm that they have been incorporated into our records. Should any further documentation or clarifications be required, we will contact you accordingly.

We appreciate your prompt attention and cooperation. If you have any questions regarding the status of your submission or require additional information, please feel free to reach out to us at [contact details].

Thank you once again for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]