

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm that I have submitted the required documents for [specific purpose, e.g., my application, renewal, etc.] by the deadline of [submission deadline date].

The documents include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please let me know if you require any additional information or if there are any issues with the submitted documents. Thank you for your attention to this matter.

Sincerely,
[Your Name]