

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of the Business Verification (BV) documents submitted on [Date of Submission]. We appreciate your effort in providing the necessary information and documentation.

The details are being reviewed, and we will update you on the progress within [timeframe]. Should we require any further information, we will reach out to you promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]