

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

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

Dear [Recipient Name],

I hope this letter finds you well.

This letter is to confirm the delivery of the following documents:

[List the documents delivered]

Please review the attached documents at your earliest convenience. Should you have any questions or require further information, don't hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Company/Organization Name (if applicable)]