

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Acknowledgment of Received Documents

We hereby acknowledge receipt of the following documents sent by you on
[date of receipt]:

1. [Document Name/Description]

2. [Document Name/Description]

3. [Document Name/Description]

We appreciate your timely submission and will review the documents in due course. Should we require any further information or if there are any discrepancies, we will reach out to you shortly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email Address]