

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of XLS File Submission

Dear [Recipient Name],

We are writing to confirm the receipt of your XLS file submitted on [submission date]. The details are as follows:

- File Name: [File Name]
- Submission Date: [Submission Date]
- Purpose: [Purpose of Submission]

Our team will review the contents and ensure everything is in order. If any further action is required, we will reach out to you promptly.

Thank you for your submission. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Email Address]