

Informal Acknowledgement Email for Document Submission

Subject: Got Your Documents!

Hi [Recipient Name],

Just a quick note to let you know we received the documents you sent over. Everything looks in order, and weâ€™ll keep you posted if anything else is needed.

Thanks for sending them so quickly!

Cheers,

[Your Name]

[Organization]

Get more templates here: <https://www.lettersandtemplates.com/letters/acknowledgement-letter>