General Acknowledgement Letter

| Subject: Acknowledgement of Receipt |
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| Dear [Recipient Name], |
| We hereby acknowledge the receipt of [document, payment, or item] submitted on [date]. Thank you |
| for providing this to us in a timely manner. |
| Please consider this letter as confirmation that the item has been received and properly recorded. |
| Sincerely, |
| [Your Name] |
| [Position] |
| [Organization] |

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