

Acknowledgement of receipt of business documents

Subject: Acknowledgement of Received Documents

Dear [Recipient Name],

This letter is to formally acknowledge the receipt of the documents you submitted on [date]. We appreciate your promptness in providing the required papers, and we have recorded them in our system.

Our team will review the documents thoroughly and will reach out to you if any further clarification is needed. Please keep a copy for your records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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