

Acknowledging official receipt of documents

Subject: Confirmation of Receipt of Documents

Dear [Sender's Name],

This letter is to formally confirm that we have received the documents you sent on [Date], relating to [specific subject or case]. We have verified that all items listed in your correspondence were included.

Please be assured that your documents will be handled with the necessary attention and confidentiality. Should there be any additional requirements, we will contact you immediately.

Thank you for your timely submission.

Sincerely,

[Your Name]

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