

For sensitive and legal matters

Subject: Confirmation of Receipt of Legal Documents

Dear [Sender's Name],

I am writing to formally confirm receipt of the legal documents delivered on [Date] regarding [Case/Contract details]. All enclosures mentioned in your list have been reviewed and recorded.

These documents will be retained securely and used only for their intended legal purposes.

Should further verification or signatures be required, I will notify you promptly.

Sincerely,

[Your Name]

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