

Receipt Acknowledgement Letter

Dear [Name],

I am writing to acknowledge receipt of your recent [invoice/quote/estimate/purchase order/shipment], which we received on [date].

I would like to confirm that we have received the document and that it is currently being reviewed by our team. We appreciate your prompt attention to this matter.

If there are any issues or discrepancies, we will notify you as soon as possible to discuss a resolution. In the meantime, please let us know if you have any questions or concerns.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]