

Formal Receipt Acknowledgement Letter

Subject: Acknowledgement of Receipt

Dear [Recipient's Name],

This is to formally acknowledge the receipt of [Item/Payment/Document] from you on [Date]. We confirm that the item has been received in proper condition and duly recorded under reference number [Reference Number].

Please accept this letter as official confirmation of receipt. Should there be any further steps or documents required, we will inform you promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

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