

Preliminary Receipt Acknowledgement Letter for Documents

Subject: Preliminary Acknowledgement of Documents

Dear [Name],

We hereby acknowledge the receipt of your documents submitted on [Date]. The documents are currently under preliminary review, and this letter serves as an initial confirmation of receipt.

Please note that the final verification and approval are pending and may require additional supporting information. You will be contacted once the review process has been completed.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Position]

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