

Official Receipt Acknowledgement Letter for Government Correspondence

Subject: Official Confirmation of Receipt

Dear [Official's Name],

We acknowledge with thanks the receipt of your correspondence dated [Date], along with the enclosed documents. The same has been duly received and forwarded to the concerned department for further action.

This acknowledgement is issued for record purposes only and does not constitute final acceptance or approval of the contents. You will be duly notified regarding the outcome of the review.

Respectfully,

[Your Name]

[Your Title]

[Your Department/Agency]

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