

# Confirmation Of Receipt Letter

Dear [Recipient's Name],

RE: Confirmation of Receipt

I am writing this letter to confirm the receipt of [describe the item/document received] sent by [sender's name] on [date of receipt]. I would like to acknowledge that the [item/document] was received in good condition.

The following details provide more information regarding the received [item/document]:

1. [Item/Document Description]:
2. [Sender's Name]:
3. [Date of Sending]:
4. [Mode of Delivery]:
5. [Tracking/Reference Number (if applicable)]:

I have carefully reviewed the [item/document] and can confirm that there are no apparent issues or discrepancies. If any concerns arise in the future, I will notify you promptly.

Please consider this letter as an official confirmation of receipt. If you require any further assistance or information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]