

Date: \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT: CONFIRMATION OF RECEIPT**

Dear \_\_\_\_\_,

This letter is to confirm that I/We have received the following item(s)/document(s):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you need any further clarification or information, please let me/us know.

Thank you.

\_\_\_\_\_  
Name / Signature

\_\_\_\_\_  
Position / Department

\_\_\_\_\_  
Date