

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

To:

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**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.

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Name / Signature

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Position / Department

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Date