**Trip Beyond-Visabunny-Techwoozy**

Regency Haque Villa Ga-36

Shahjadpur, Bashtola, Gulshan, Dhaka-1212

**Subject: Acknowledgement of Receipt of an Original Certificate**

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

This letter is to acknowledge the receipt of the original certificate submitted by you.

This document has been received for the purpose of a secured document preserve process. We assure you that your original certificates will be handled with utmost care and will be returned to you once the necessary procedures are completed.

We appreciate your promptness in submitting these documents and your cooperation in this matter. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you.

Yours sincerely,

MD. Ahsan-Ul-Kabir

Executive of Business Operation,

Human Resource,  
Trip Beyond-Visabunny-Techwoozy

Contact no: +8801329629464

**Employee’s Signature and date:**

**Employee’s Name:**