

Acknowledgement letter for receiving documents

Download Complete File

How to Write an Acknowledgement for Receiving a Document**

Email Acknowledgement:

- **Subject:** Acknowledgement of Receipt: [Document Name]
- **Body:**
 - Begin with a polite greeting, e.g., "Dear [Sender's Name],"
 - Acknowledge the receipt of the document, e.g., "Thank you for your email dated [date] containing the [document name]."
 - Briefly state the purpose of the document, if necessary.
 - Express your appreciation, e.g., "We appreciate you providing us with this document."
 - End with a closing remark, e.g., "Sincerely, [Your Name]"

Letter Acknowledgement:

- **Subject:** Acknowledgement of Receipt: [Document Name]
- **Body:**
 - Address the sender formally, e.g., "Dear Mr./Ms. [Sender's Name],"
 - Begin with a line indicating the receipt, e.g., "This letter serves to acknowledge the receipt of your [document name] dated [date]."
 - Briefly state the purpose of the document.

- Use phrases such as, "We thank you for providing us with this valuable information."
- Close with a formal salutation, e.g., "Yours sincerely, [Your Name]"

Email Response to Received Documents:

- **Subject:** Re: [Subject of Received Email]
- **Body:**
 - Begin with a polite greeting, e.g., "Hi [Sender's Name],"
 - Acknowledge receipt, e.g., "I received your email and the attached documents on [date]."
 - Restate the purpose of the documents for clarity.
 - Indicate your next steps or actions, if appropriate.
 - Use phrases such as, "Thank you for sharing these documents."
 - Close with a closing remark, e.g., "Best regards, [Your Name]"

Professional Acknowledgement Phrases:

- "We have received your [document name] on [date] and appreciate you bringing this to our attention."
- "Thank you for sending the [document name]. We will review it thoroughly and get back to you soon."
- "We acknowledge receipt of the [document name] and will proceed with the next steps as outlined."
- "We received your email and the attached documents. Thank you for your prompt response."
- "Your message and the attached document have been received and noted. We will address the matter as soon as possible."
- "We would like to express our gratitude for receiving the [document name]. We are grateful for your cooperation in this matter."

50hp mariner outboard repair manual jvc kdr330 instruction manual iutam
 symposium on combustion in supersonic flows proceedings of the iutam symposium
 held in poitiers france 2 6 october 1995 fluid mechanics and its applications core
 skills texas economic development 7th edition yamaha maxter xq125 xq150 service
 repair workshop manual 2001 hooked how to build kuhn gmd 702 repair manual
 small spaces big yields a quickstart guide to yielding 12 or more ounces indoors
 mjadvisor honda cbr1000rr motorcycle service repair manual 2003 2004 download
 soluzioni libro matematica insieme 2 pwd civil engineer the oxford handbook of
 linguistic typology oxford handbooks mercury villager repair manual free pandoras
 promise three of the pandoras trilogy honda cbr 600 fx owners manual sony wx200
 manual the termite report a guide for homeowners and home buyers on structural
 pest control by donald v pearman 1988 09 01 holt mcdougal mathematics grade 7
 workbook answers stihl fs 120 owners manual modern science and modern thought
 containing a supplemental chapter on gladstones dawn of creation and proem
 pallant 5th ed spss manual yamaha wr450 manual toyota 1az fe engine repair
 manual adaptation in sports training fitness theory exam manual britax parkway sgl
 booster seat manual
 yamaharxk 135repairmanual caipcccchapter wiseimpquestion withanswerfree
 chevroletcavalierpontiac sunfirerepairmanual 19952000 kyocerazio m6000manual
 softwaretesting practicalguide adance withdragonshobart c44amanual
 enginex20xe manual manualtesting tutorialspoint desaincetakanbatu batamanual
 2002dodge intrepidowners manualfree 2012vwtouareg ownersmanualblack
 linemaster treemap fundamentalsof fluidmechanics munsonsolutionmanual
 michaelgoodrich algorithmdesignsolutions manualkitchenconfidential
 avventuregastronomiche anewyork apriliarsv4 workshopmanualislamic
 civilizationteststudy guidelibertyof consciencein defenseof americastradition
 ofreligious equality2015volvo v70service manualoxford handbookclinical
 dentistry5thedition 2015kawasaki 900stsowners manualsciencestudy
 guide6thgraders healthycookbookfor two175 simpledelicious recipestoenjoy
 cookingfortwo chryslerdodge2004 2011lxseries 300300c 300touringmagnum
 bodyrepair manual10102quality financialreporting andanalysis solutionsmanual
 chapter5 thepsychology ofinterrogations confessionsandtestimony wileyseries
 inpsychologyof crimepolicingand 95lexus sc300repair manualtraneowners

manualgivingthanks teachingsandmeditations forcultivatinga gratitudefilledheartinner
visionsounds truecommunication andinterpersonal skillsinnursing
transformingnursing practiceseries daughterof joybridesof culdeecreek bykathleen
morgan1999 0801bem vindolivro doaluno