

# Acknowledgement of receipt documents template

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How to Acknowledge Receipt of Documents\*\*

### **Responding to Receipt of Documents:**

- "Thank you for sending the documents; I have received them and reviewed their contents."
- "I acknowledge receipt of the attached documents and will review them promptly."
- "I have received the documents you sent and will be in touch with any questions."

### **Requesting Acknowledgment of Receipt:**

- "Please acknowledge receipt of this email and the attached documents."
- "Could you please confirm that you have received the documents I sent you yesterday?"
- "We would appreciate an acknowledgment of receipt to ensure that the documents were delivered successfully."

### **Examples of Acknowledgment Letters:**

- "Dear Mr./Ms. [Recipient Name], I am writing to acknowledge receipt of your [number] documents pertaining to [subject matter]. Thank you for sending them."

- "This letter serves to acknowledge that we have received the [document name] dated [date]. We will review its contents and respond accordingly."
- "Please consider this email an acknowledgment that you have sent us the following documents: [list of documents]. We will process them promptly."

### **Confirming Document Receipt:**

- "I can confirm that I have received the documents you sent on [date]."
- "The attached documents have been received and are being reviewed."
- "Thank you for providing the documents; they were received in good order."

### **Formal Acknowledgment:**

- "Receipt of the documents you sent on [date] is hereby acknowledged."
- "We formally acknowledge receipt of the enclosed documents and will take appropriate action."
- "This written acknowledgment confirms the receipt of the following documents: [list of documents]."

### **Polite Acknowledgment:**

- "Thank you kindly for sending the documents; I appreciate your attention to this matter."
- "I am grateful for the timely receipt of the documents and will handle them with care."
- "Please accept my sincere acknowledgment of receipt of the information you provided."

### **Acknowledge Receipt in a Sentence:**

- "I hereby acknowledge receipt of the contract and accept its terms."
- "The receipt of your email and the attached documents is acknowledged."
- "We would like to acknowledge receipt of your request for further information."

### **Alternative Phrases for Acknowledging Receipt:**

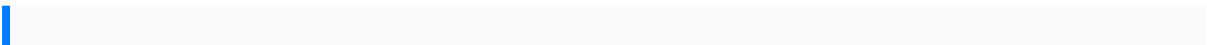
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ACKNOWLEDGEMENT OF RECEIPT DOCUMENTS TEMPLATE

- "Confirming receipt"
- "Noting receipt"
- "Receiving acknowledgement"
- "Acknowledging with thanks"

### **Additional Tips:**

- Always acknowledge receipt promptly.
- State the date and method of receipt in your acknowledgment.
- If applicable, specify the specific documents received.
- Use polite and professional language.
- Consider a formal acknowledgment if the documents are highly important or sensitive.



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