# ACKNOWLEDGMENT LETTER FOR RECEIVING DOCUMENTS

Dear Andrew Gilmore,

Good day!

I am writing to inform you that I acknowledge the receipt of the documents from your office. Thank you for sending these documents promptly and without hitch.

We are pleased with your prompt action in sending these requirements, and we hope to manage your request as soon as possible. Please check your email to know the status of your request.

If you have any more questions and concerns regarding your request, please feel free to contact us.

Regards,

Marshall Baker

# **Sample Letter For Receiving Documents**

**Lingjun Ying** 

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