

# Acknowledgement Receipt for Documents

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

Received from: \_\_\_\_\_

Address/Contact: \_\_\_\_\_

The following documents have been received in good condition:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Purpose of receipt (optional): \_\_\_\_\_

Received by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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*Use this **acknowledgement receipt** sample to confirm the receipt of important documents efficiently. It serves as a formal record ensuring both parties acknowledge the transfer and condition of the documents received. This template helps maintain clear communication and accountability in document transactions.*