

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: _____

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.