

# Acknowledgement Receipt Form for Documents

An **acknowledgement receipt form** for documents is essential for confirming the transfer and receipt of important papers. This form provides a clear record, ensuring accountability and transparency between parties involved. It helps prevent disputes by documenting the date, items received, and signatures.

Recipient Name:

Sender Name:

Date of Receipt:

List of Documents Received:

No.	Document Description	Reference/Remarks
1		
2		
3		

Recipient's Signature:

Sender's Signature: