

# Acknowledgement Receipt Form - Received Cheque

This **acknowledgement receipt form** serves as a clear confirmation for received cheques, ensuring proper documentation and accountability. It helps both parties verify the transaction by detailing the cheque amount, date, and payer's information. Using this form streamlines financial record-keeping and prevents misunderstandings.

**Date Received:**

**Cheque Number:**

**Cheque Amount:**

**Payer's Name:**

**Bank Name:**

**Purpose / Remarks (optional):**

**Received By (Name & Signature):**

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**Date of Acknowledgement:**

*Note: Please retain a copy of this form for your records.*