

# Acknowledgement Receipt Sample for Business Transaction

An **acknowledgement receipt sample** for business transactions serves as a formal document confirming the receipt of goods, services, or payments. It ensures transparency and trust between parties by providing proof of the completed exchange. Utilizing a standardized template helps streamline business processes and maintain accurate records.

## Sample Acknowledgement Receipt

Acknowledgement Receipt	
Date:	[Insert Date]
Receipt No.:	[Insert Receipt Number]
Received From:	[Client/Company Name]
Amount/Item Received:	[Amount or Description of Goods/Services]
Purpose/Description:	[Brief Description of Transaction]
Received By:	[Your Name/Company Name]
Signature:	_____

**Note:** Please keep this receipt for your records as proof of transaction.