

Acknowledgement Receipt Form

This **acknowledgement receipt form** sample is designed to confirm the submission of important documents. It ensures clear communication and a record of receipt between parties. Use this form to maintain organized and professional documentation processes.

| | |
|--------------------------|--|
| Date of Submission: | |
| Submitted By (Name): | |
| Department/Organization: | |
| Document(s) Submitted: | |
| Received By (Name): | |
| Remarks (if any): | |

Submitted By (Signature & Date)

Received By (Signature & Date)