

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Receipt

Dear :

I have received the receipt regarding the purchases that were made on Date.

Thank you for promptly sending the receipt to me. Your assistance is most appreciated.

Sincerely,

N A M E