

Email-Based Document Acknowledgement Receipt

This is to formally acknowledge the receipt of the document(s) as detailed below, sent and received via email.

Document Details

Document Name: _____

Document Reference No.: _____

Sender (Name & Email): _____

Date Sent: _____

Recipient (Name & Email): _____

Date Received: _____

Acknowledgement Statement

I hereby acknowledge that I have received the above-mentioned document(s) via email. I confirm that the documents are complete and legible as per the information provided.

Recipient's Name & Signature:

Date:

Important Notes

- This document serves as evidence of receipt, not as confirmation of content review or acceptance.
- Ensure all fields are completed accurately before returning the acknowledgement.
- Retain a copy for your records as proof of document delivery and receipt.
- Electronic or typed signatures may be acceptable based on organizational policy.
- Always verify the sender's email address to prevent acceptance of unauthorized documents.