

Acknowledgement Receipt for Received Documents

Date of Receipt: _____

Received From: _____

Contact Details: _____

Document(s) Description: _____

Number of Pages/Documents: _____

Purpose (if any): _____

Signature of Receiver

Name: _____

Date: _____

Signature of Sender

Name: _____

Date: _____

Important Notes

- This receipt serves as proof that the listed documents were received on the stated date.
- Verify document details and page count before signing.
- Both parties should retain a signed copy for their records.
- This form does not constitute an endorsement or verification of the content of the documents.
- Alterations should be initialed by both parties.