

# Acknowledgement Receipt Email

**Subject:** Acknowledgement of Receipt for [Item/Service/Payment]

**Dear [Recipient's Name],**

Thank you for your [payment/submission/delivery]. We have successfully received [describe the item, service, or amount received] on [date of receipt].

Below are the details for your records:

- **Amount/Description:** [Amount if money, or description if an item or service]
- **Transaction/Payment ID:** [If applicable]
- **Received by:** [Name and position of the receiver]

Please retain this email as proof of receipt. Should you have any questions or require further information, please do not hesitate to contact us at [contact information].

**Best regards,**

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Organization Name]