**Name: XYZ**

(Designation/Position Name)

(Company/Organization Name)

**Subject: Acknowledgement Letter for Receiving Documents**

Dear Sir/Madam,

This letter is to inform you that we at ‘(Institute/Organization)’ acknowledge the receiving of documents sent by you for the Transfer of Property. Your documents which we received are as follow:

Authority Letter,

Property Papers.

We are glad at your prompt action and we hope to entertain your request as soon as possible. Currently, the verification process is continued. You will get to know about the status through e-mail. In case of any question, you can call at provided number.

Yours Sincerely,

**Name: ZZZ**

(Institute/Organization Name)