

# Acknowledgment Receipt Email

**Subject:** Acknowledgment of Receipt of Project Documents

Dear Mr. David Chen,

I am writing to confirm that I have successfully received the documents you sent regarding our upcoming software development project. Below are the details of the materials received:

- **Date Received:** May 6, 2024
- **Documents/Items Received:**
  - Contract Agreement for Software Development Services
  - Non-Disclosure Agreement
  - Project Scope Outline
- **Number of Documents/Items:** 3
- **Sender's Details:**
  - **Name:** Global Tech Solutions
  - **Address:** 350 Innovation Drive, Seattle, WA 98109

Please let me know if there are any additional steps or actions required on my part regarding these documents. I will review them and follow up by May 15, 2024, to proceed with the necessary next steps.

Thank you for your prompt attention to this matter.

Best regards,

Linda Harris

Project Manager

Harbor Software Inc.

(206) 555-1234

[linda.harris@harborsoftware.com](mailto:linda.harris@harborsoftware.com)