

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Sender's Name/Law Firm]
[Sender's Address]
[City, State, Zip Code]

RE: Acknowledgment of Receipt of Writ

Case Name: [Case Name]
Case Number: [Case/Reference Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment that I have received the [Type of Writ, e.g., Writ of Summons/Execution/Garnishment] dated [Date on Writ] regarding the above-referenced matter.

The documents were received on [Date of Receipt] via [Method of Delivery, e.g., Certified Mail/Process Server].

Please be advised that this acknowledgment confirms receipt of the documents only and does not constitute an admission of any claims or a waiver of any legal rights or defenses.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]