

[Date]

[Recipient Name]

[Recipient Title]

[Company/Department Name]

Subject: Acknowledgment of Receipt - Asset Inventory Document

Dear [Recipient Name],

This letter is to formally acknowledge that we have received the Asset Inventory Document submitted by [Department Name/Your Name] on [Date].

We are currently reviewing the contents of the document to ensure that all listed assets, serial numbers, and valuations are accurate and align with our current records. We will notify you once the verification process is complete or if we require any further clarification regarding specific items.

Thank you for your cooperation in maintaining an organized and updated inventory for the organization.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]