

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Acknowledgment of Valuables and Property Inventory Submission

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your completed Valuables and Property Inventory form submitted on [Date of Submission].

The inventory documentation, which includes descriptions and estimated values of the items listed, has been successfully uploaded to our records and assigned the reference number: [Reference Number].

Our team is currently reviewing the submitted details to ensure all necessary information is present. Should we require any additional documentation, such as receipts, appraisals, or photographs, we will contact you directly.

Please keep a copy of the submitted inventory for your personal records. If there are any changes or additions to your property in the future, please notify us to update your file accordingly.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]