**LETTER TO CONFIRM THE RECEIPT OF PHOTOGRAPHS**

**[Senders Name]
[Address line]
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]
[Address line]
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

The photographs you sent last week have arrived today, and I must say, they look incredible! I appreciate that you have given us so many to choose from for our promotional poster. Our art director is sure to have difficulty picking just one! I do agree, however, with what you said about the photo of Randy and Aurora at the edge of the cliff and will make sure to relay this information to the rest of the team.

Thanks again for the effort and time you spent on the project. It is much appreciated.

Sincerely,

**[Senders Name]
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -**
cc: **[Name of copy recipient] - Optional -**