**<Letterhead of the contracting authority>**

**ACKNOWLEDGEMENT OF RECEIPT – HAND DELIVERY**

Name and address of the [candidate] [applicant] [tenderer]:

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**Call for [tender] [proposals]: <reference number & title>**

Title of your action: <……….……………………> (one action only per acknowledgement of receipt)

Your [application] [concept note] [tender] was received on <date and hour>. Add, if relevant, the state of the envelope/package

[You will be sent a formal acknowledgement of receipt following the opening session and administrative check. This acknowledgement letter will contain the reference number assigned to your [application] [concept note] [tender].]

Name:

Signature: