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How do i reply formally to an email saying please confirm the receipt of this mail

Closed. This question is opinion-based. It is not currently accepting answers. Want to improve this question? Update the question so it can be answered with facts and citations by editing this post. Closed 2 years ago. what to send in reply if someone asking to reply the mail to confirm As discussed, Please find the details below and kindly confirm your presence by replying to this email. I am thinking that it should be Ok. Confirmed, I got it. etc Thank you. There are many situations in which you will need to ask someone for confirmation.Doing so allows you to move ahead with assurance but you also want to ensure that you use courtesy to build your relationship.Confirmations are best obtained in written form. Reach out on a suitable medium and start your request like this: "Please reply with confirmation that..." followed by the specific question, statement, or information that you need, e.g., "...you received this letter".Why ask for confirmation?Confirmation verifies that something has taken place.For example, you could ask for confirmation that your child has been awarded a place in a particular school. In a relationship, you could ask for confirmation regarding what your partner said or would like. People request confirmation every day to ensure that things are going smoothly or lay a foundation for further interactions in families and other relationships.If you want confirmation, it's usually for something that's important to you. Confirmation also gives approval or corroboration. For example, someone could confirm the facts that they heard in a meeting or a request from a customer, in cases where there is some sort of disagreement over what was said.In most cases, it is best to obtain confirmation in writing.This helps to prevent any new disagreements or ambiguity in the future. You could ask for confirmation for an appointment, a job interview, a college admissions interview, receipt of a resume, or even the date on which a house sale is to take place.If you ask for confirmation in a face-to-face meeting, it may not be as easy to request written confirmation. However, if you ask for confirmation through email, you will have a document that confirms whatever was agreed to by all the parties involved.Asking for Confirmation of Receipt of An ItemMany companies nowadays do business online and if your shop sends items to customers by post, you'll want to be sure that they've gotten what you sent. You could ask them to confirm that they have received an item. You could also ask them to confirm that the product was in good condition when they received it.When you're doing business in this digital age, you'll often need confirmation that a client has received a receipt that was sent to them via email.This should be done for bookkeeping purposes and to make certain that your customers have all the documents related to their transactions.You could say:"Please confirm upon receipt.""Kindly acknowledge receipt of this product.""Please confirm receipt of this invoice."Confirming That Resumes and College Applications Have Been ReceivedAsking someone to confirm that they've received your resume is important when you are looking for a new position.You never want to assume that your resume has reached the intended party when it hasn't.Asking for confirmation sets your mind at ease.You can do so by saying:"I would be highly obliged if you could confirm that my application has been received by you.""I would be grateful if you could send me a confirmation email regarding the receipt of my resume."Kindly confirm receipt of my college application via email, Confirming that Emails have Been ReceivedNowadays, you can use software to track everything that happens to your emails. This includes knowing when a recipient actually opened your email.However, if you don't want to track everything that happens with all of your emails, you could simply ask each recipient to confirm that they've gotten the information that was sent.You could say:"Please reply with confirmation that you have received this email.""Please reply with confirmation that you've read the attached.""Please confirm by email that you've received the details on the meeting."Confirming Required Actions by EmailEmails are often used to request that a member of a team completes a specific task.You'll want confirmation that the person has read the email and understood what is required of them.For example, if they are expected to be at a meeting, you'll want to confirm that they read the email containing information on the date and location of that meeting.Similarly, if you will not be able to send a client a particular line of products, you may communicate this information in an email and ask for confirmation that they have read it.In all of these situations, it is legally beneficial to you to have written confirmation that the other party has received the information and understands what is expected of them.You could say:"I would like you to confirm that you'll be available for the meeting.""Kindly confirm that you've read this email and understand that the date of the meeting has been changed.""Please confirm that you'll be able to help with this task next Friday.""Please confirm that you will be available to receive the goods on such and such a date instead of at the original time.""Please email me back and let me know what works for you.""Let me know if that date works for you."Confirming your Relationship StatusAs people progress in a relationship, they want to make sure they are on the same page. No one wants to think they are headed towards a secure business partnership when the other person is just thinking of making a quick sale and moving on.Similarly, if a relationship is headed towards marriage, both parties will want to confirm that it is actually so.Some people are aware that they need to communicate their intentions and they will easily give confirmation through the way they introduce their significant other to people in their lives or even their social media profile.Studies have shown that it is better to include your significant other in your social media posts. It improves intimacy and satisfaction.If you are unsure of your status in a relationship, you can ask for confirmation by saying:"Where do we stand?"Would you like to purchase goods from us in the future?"Would you like us to supply goods to you on a long-term basis?"I love you and don't want to see anyone else. Do you feel the same?"I enjoy spending time with you and I would like to know where this is going?"Where do you see our relationship a year from now?"Confirmation of Your AuthorityThere are several situations in which you may have authority given to you by someone else. For example, if you are planning a wedding, a person may temporarily give you authority to use a venue as you see fit or give instructions to everyone who works at that property.Similarly, if you are representing your company at a meeting, you may have full authority to make all decisions on behalf of the organization.If you've been given specific authority in a situation, you may want the person who is granting you that authority to confirm it in a letter.This way, you can show the letter to people who might give you problems along the way.You can ask them to clearly confirm what you are able to do, by saying:"Please confirm that I am authorized to close the business when necessary.""Kindly confirm that I am authorized to take control of that department.""Kindly confirm that I have full authority to make all decisions about this event."Confirming InformationPerhaps the most common requests for confirmation come when someone wants to confirm information. A child may ask for this type of confirmation from their parents, a teacher or a sibling.For example, they may ask whether they should put something down, stop sitting in front of the television now or go and wash their hands now.ChildrenChildren may sometimes ask for confirmation when they want to delay the inevitable.For example, they may say:"So, I can't have another cookie?"So, I have to do my homework right now?"Do I have to clean up my room?"ParentsAdults may also need to ask for confirmation from children, to ensure that they have not missed any important facts. Young children especially, may not always know what details are important.By asking for confirmation of information, an adult can get a clearer picture of an event that they are describing or ensure that the child understands what they are being asked.You could say:"So, your tummy started to hurt after you had the peanuts?"So, you were raising your hand to answer the question?"So, you want the chocolate cookie instead of the peanut butter?"At workIn business situations, you should always confirm information before you expand into a new market or begin a partnership. Never take the chance that you misheard something on the phone or in-person if it could end up costing you money or a relationship if you got it wrong.Confirm whatever you hear in meetings, over the phone, or elsewhere.Always check the details and clarify information.You could say:"Please repeat that.""Everything isn't clear. Could you go over that section?"I don't think we're all on the same page. I am confused about such and such.""Please confirm how we can help you to implement this.""Could you say that again? I'm afraid that my phone line is not clear. If you are looking for please acknowledge receipt of this email, please checkout the links below : 1. How to Write Acknowledgement Email Replies (With Samples ... This kind of emails may end with, "Please acknowledge receipt of this message", "Kindly acknowledge receipt of this email" or "Please ... 2. How to Write Acknowledgement Email Replies (With Samples ... This kind of emails may end with, "Please acknowledge receipt of this message", "Kindly acknowledge receipt of this email" or "Please ... 3. "Please confirm receipt of this email" or "Please confirm the ... 3 answers 4. How to reply formally to an email saying 'Please confirm the ... More results from www.quora.com 5. "Please Confirm Upon Receipt" sample email + meaning ... "Please confirm upon receipt" is the correct sentence. 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Please Acknowledge Receipt By Return Email - Squarespace queries or please acknowledge receipt return email address in formal, if the contest between the menu to perform the company or boldfacing your replacement. 11. Dear Sir/Madam, This is to acknowledge receipt of your email ... Dear Sir/Madam, This is to acknowledge receipt of your email and one attachment of today. Could you please confirm whether you intend to ... 12. Please acknowledge the receipt or Please acknowledge the ? Please, acknowledge the receipt of this e; mail within three business days. Please, make your payment to the corresponding account, stated in ... process, which ... Please confirm receipt of this letter, and the date of your departure. (text 9-5-E) (Please) confirm the receipt of this email (text 9-16-E) offer interrogative Would you like to come to the banquet? "Fifa can confirm receipt of an email from a person claiming to have made allegations related to the Qatar 2022 bid process and now retracting these allegations," said a statement. Often a simple message of, "Confirming receipt of this. Show more... Something went wrong. Wait a moment and try again. As a professional, entrepreneur, freelancer or manager, you probably receive emails requesting that you confirm your interest or availability for a meeting, event or activity regularly. This is done to avoid the frustration of fixing an appointment with you and then meeting with a shocking disappointing experience. What's the big WHY for this? Is it possible that your host thinks you may not remember having an appointment; he/she thinks you may not take the appointment seriously, or he/she is not sure of your availability? There could be many reasons for this. Whatever the case is, if you want to avoid disappointments, you need to confirm appointments by email either as the recipient or sender. How to Confirm Appointments by Email Email is one of the best ways to confirm appointments. It does not intrude into your time or the receiver's time like phone calls. If the receiver is a savvy Internet user, he or she can even set up your email as part of his or her email to-do list in order to remember. Here are ten tips to confirm appointments by emails: 1 - Come out Clear Come out clear to confirm your appointment in the best way you can. Clarity is a great way to assure your email recipient that you will meet with him or her at a particular time. Clarity also makes your appointment confirmation effective. Example I: Confirmation of Appointments by Email RE: confirmation of appointment with FRANK WALES Dear Mrs Allen, I will like to confirm your appointment with Frank Wales tomorrow, August 25th at 1 pm. Please contact me with any questions and keep me informed if there should be any changes. Cordially, Linda Brown, Secretary, Lester Wester Limited 2 - Be Brief and Specific Be brief when confirming an appointment via email. Say it short and simple. Specifically, state the time and date of appointment. Example II: Confirmation of Appointments by Email RE: Shawn Williams - Appointment Confirmation Dear Clinton, This is a special reminder to confirm your meeting with Shawn Williams tomorrow June 18th by 10 am. Your meeting is scheduled to hold at Lintel Scraps, Office 12 on the ground floor at Lanceman Street, Mainland China. The place is accessible by cabs. This is Shawn's cell phone number, just in case, +98157479837. Please feel free to contact me if you have any question. I would be ready to give the necessary assistance. Thank you and have a great meeting. Best Regards, Alice Maxwell Administrative Assistant to Shawn Williams, Lintel Scraps Limited 3 - Make It a Reminder Mission Just like in the sample above, it is obvious that the confirmation of appointment is basically a mission to remind Clinton of his meeting with Shawn Williams. It is clearly written with a specific time, date and venue. A good way to confirm an appointment by email is to make it a reminder. 4 - Be Detailed One good way to confirm an appointment is by giving detailed information. Clinton has all the information it takes to get to Shawn Williams on time. He can contact Shawn Williams or the administrative assistant on the phone if there is a problem in locating the meeting's venue. See email examples for accepting and declining invitations here. Ensure you do not give your appointee a reason to miss the appointment. It will be annoying to be informed after missing the appointment that it was because of the inability to locate the venue. 5 - Don't Make It Too Long Making your email too long will make your recipient lose interest and consequently lose the message. Keep your recipient's interest by keeping it short and interesting. Example III: Confirmation of Appointments by Email Dear Ms Roberts, I am glad you will be available for the meeting with our team by 9 am tomorrow January 21st at our Zonal Office. You can contact me on this cell phone number if you have any question or change of plans. Thank you and looking forward to meeting you tomorrow. Cordially, Evelyn Coker Productions Director, Micara Productions 6 - Get to The Point There is no need to waste any opportunity to make it clear to your recipient that you want to confirm an appointment. Hit the point immediately in order not to get your reader scrolling down unnecessarily. See email examples for invitations here. 7 - Follow a Professional Format A Professional email must have the date, greeting, Reference, body, and conclusion. Don't give junk to your clients in the name of confirming an appointment. Here is a good example of a professional email. Example IV: Confirmation of Appointments by Email Date: 23rd September 2012. RE: Confirmation of an Appointment Dear Mr Robinson, I am writing to confirm an appointment with you on the 24th of September, 2015 at Learned Hall, winter road. I genuinely appreciate a quick response from your side. Best wishes, Andrew Paul Managing Director, Adrepal Photos 8 - Use a Formal Language Avoid the use of slangs. Use formal language that is void of grammatical errors which can wane your recipient's interest. 9 - Use Reference In the above example, the use of RE stands for reference, this serves as the subject of the email. Doctor Appointment Confirmation Email Template This is an email to confirm an appointment with a doctor. If there's any peculiar information you'd want to confirm or be sure of, you can include it in your confirmation email. Hello, Thank you for reaching out to me. I would like to confirm my appointment with Dr John scheduled for the 12 October at 10:30 at the Lakewood Hospital. Please let me know of anything to do beforehand to best prepare for the appointment. Regards, Steven Doe Interview Appointment Confirmation Email Template When confirming an interview, there are things you need to reiterate for certainty. This includes the time, name of the company, and location (if the interview is on-site). Hello (Hiring Manager), Thank you for inviting me for the interview for the graphics designer position at Woculus on 12 November. I would like to confirm that the meeting is scheduled for noon via zoom (or the company's address). Thank you for considering me for the position. Thank you for your time and consideration. Sincerely, John Doe 123-456-7890 Confirmation of Appointment Made Over the Phone - Template. This is a confirmation email sent to confirm the details of a meeting to remind the other party and to confirm the appointment. Dear John, This email is to confirm the appointment made over the phone yesterday. The meeting was scheduled to hold via zoom on September 7, 3:00 PM. Let me know if this still works for you. Thank you for the opportunity. I am looking forward to it. Regards, Jim Stephen Creative Director Conclusion Be careful about setting up appointments. Always ensure you have carefully considered your availability as well as the suitability of the time before setting up a meeting. This will help ensure you show professionalism all the time.

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