

# Asset Receipt Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a confirmation of the receipt of the following assets:

- Asset Description: [Description of Asset 1]
- Quantity: [Quantity of Asset 1]
- Asset Description: [Description of Asset 2]
- Quantity: [Quantity of Asset 2]

The assets were received on [Insert Receipt Date] in good condition. Please find the attached documentation for your records.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Thank you for your cooperation.