

Package Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your package, which arrived on [Insert Arrival Date]. The package was received in good condition and contains the following items:

- [Item Description 1]
- [Item Description 2]
- [Item Description 3]

If there are any discrepancies or issues with the package, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]