

Confirmation of Receipt for Delivered Package

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm the receipt of the package delivered to you on [Insert Delivery Date]. The details of the package are as follows:

- Tracking Number: [Insert Tracking Number]
- Contents: [Insert Contents Description]
- Sender: [Sender Name]
- Delivery Service: [Delivery Service Provider]

Please sign below to acknowledge the receipt of this package:

Signature: [Recipient Signature]

Thank you for your attention, and we hope you enjoy your purchase!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]