

Letter of Acknowledgment

Date: [Insert Date]

To,

[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

We hereby acknowledge the receipt of the critical spare parts delivered on [Insert Delivery Date]. The details of the shipment are as follows:

Part Number	Description	Quantity	Condition
[Part Number]	[Description]	[Quantity]	[Condition]

We appreciate your prompt delivery and commitment to our operations. Should you have any questions, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]