

# Delivery Commitment Acknowledgement

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We acknowledge receipt of your commitment regarding the delivery of [Product/Service] as outlined in your correspondence dated [Insert Date of Previous Correspondence]. We appreciate your prompt communication and attention to this matter.

This letter serves to confirm that we have noted the following delivery details:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Location:** [Insert Delivery Location]
- **Contact Person:** [Insert Contact Person's Name]

We look forward to your timely delivery and are committed to ensuring that everything is prepared on our end for a smooth reception.

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]