

# Delivery Confirmation Notice

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your order #[Order Number] has been successfully delivered on [Delivery Date]. The details of the delivery are as follows:

- Delivery Address: [Delivery Address]
- Items Delivered: [List of Items]
- Tracking Number: [Tracking Number]

If you have any questions regarding your delivery, please do not hesitate to contact us at [Your Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]