

# Delivery Receipt Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your order #[Order Number], placed on [Order Date], has been successfully delivered.

Delivery Details:

- **Delivery Date:** [Delivery Date]
- **Delivery Address:** [Delivery Address]
- **Items Delivered:**
  - [Item 1]
  - [Item 2]
  - [Item 3]

Thank you for your business! If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]