

Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to confirm the receipt of your shipment as per the details below:

Shipment Details

- **Tracking Number:** [Insert Tracking Number]
- **Shipment Date:** [Insert Shipment Date]
- **Carrier:** [Insert Carrier Name]
- **Items Shipped:** [Insert List of Items]
- **Total Weight:** [Insert Total Weight]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]