

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Email: [Recipient's Email]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally acknowledge the dispatch of telecom equipment that took place on [Insert Dispatch Date]. The details of the equipment are as follows:

- Equipment Type: [Insert Equipment Type]
- Model Number: [Insert Model Number]
- Quantity: [Insert Quantity]
- Shipping Reference: [Insert Shipping Reference]

The equipment is expected to arrive at your location by [Insert Estimated Arrival Date]. Please confirm upon receipt of the items and ensure that they are in good condition. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]