

Acknowledgment of Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received the delivery of the following technology product(s):

- [Product Name 1] - [Quantity]
- [Product Name 2] - [Quantity]

The items were received on [Insert Delivery Date] in good condition.

Thank you for your prompt delivery. Should you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]