

Acknowledgment of Tech Equipment Delivery

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hereby acknowledge the receipt of the following tech equipment delivered to our facility on [Insert Delivery Date]:

- [Item Description 1] - Quantity: [Quantity]
- [Item Description 2] - Quantity: [Quantity]
- [Item Description 3] - Quantity: [Quantity]

All items have been inspected and are in good condition as per the delivery terms. Thank you for your prompt service and attention to detail.

Should you require any further confirmation or documentation, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]