

Receipt Confirmation

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We are writing to confirm the receipt of the technology product shipment sent on [Shipping Date]. The details of the shipment are as follows:

- **Product Name:** [Insert Product Name]
- **Model Number:** [Insert Model Number]
- **Quantity:** [Insert Quantity]
- **Tracking Number:** [Insert Tracking Number]

All items have been received in good condition and match our order specifications. Thank you for your prompt service.

If there are any discrepancies or issues, we will reach out to you shortly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]