

# Delivery Shipment Acknowledgment Receipt

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Contact Number: [Recipient Contact Number]

Dear [Recipient Name],

We hereby acknowledge the receipt of the following shipment:

Description	Quantity	Tracking Number
[Item Description]	[Quantity]	[Tracking Number]

The shipment received is in good condition and matches the order specifications. Please retain this receipt for your records.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]