

# Inventory Shipment Acknowledgment Receipt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

## **Subject: Acknowledgment of Inventory Shipment**

Dear [Recipient Name],

We hereby acknowledge the receipt of the inventory shipment as detailed below:

### **Shipment Details:**

- Invoice Number: [Insert Invoice Number]
- Shipment Date: [Insert Shipment Date]
- Items Received: [List of Items]
- Quantity: [List of Quantities]

We confirm that the items have been received in good condition and match the quantities listed. If there are any discrepancies, please contact us within [Insert Time Frame].

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]