Delivery History Verification

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

We are writing to formally request verification of the delivery history for the period of [Insert Start Date] to [Insert End Date] as part of our audit processes. This information is crucial in ensuring compliance and accuracy in our records.

Please provide the following details:

- Delivery Dates
- Items Delivered
- Delivery Addresses
- Any Issues or Discrepancies Noted

We appreciate your prompt attention to this matter. Kindly respond by [Insert Response Deadline]. If you have any questions, feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]