

# Acknowledgment of Package Delivery

Date: [Insert Date]

To: [Sender's Name]

[Sender's Address]

Dear [Sender's Name],

I hereby acknowledge the receipt of the certified package delivered on [Insert Delivery Date].  
The package contains [Brief Description of Contents].

The package was received in good condition and has been securely stored. If there are any further instructions or additional information needed regarding this package, please feel free to contact me at [Your Contact Information].

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]