

Certified Delivery Receipt

Date: **[Insert Date]**

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a certified delivery receipt for the documents/packages sent to you on **[Insert Delivery Date]**.

Details of the Delivery:

- **Sender's Name:** [Sender's Name]
- **Shipment Tracking Number:** [Tracking Number]
- **Description of Contents:** [Description]

We confirm that the package was successfully delivered, and we appreciate your acknowledgment of receipt.

Please sign below to confirm your receipt of these documents/packages:

[Recipient's Signature]
[Date of Receipt]

Thank you for your prompt attention.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]