

Certified Mail Delivery Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

This letter is to confirm the delivery of certified mail sent to you on [Insert Date of Sending].
The tracking number for this shipment is [Insert Tracking Number].

The certified mail was successfully delivered on [Insert Delivery Date] and was signed for by
[Insert Recipient's Signee Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]