

Shipping Receipt Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your shipment sent on [Insert Shipment Date]. The details of the shipment received are as follows:

Shipment Tracking Number: [Insert Tracking Number]

Items Shipped: [List of Items]

Quantity: [Insert Quantity]

We appreciate your promptness in sending the items. If there are any discrepancies or issues, please feel free to contact us.

Thank you for your shipment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]