

Receipt Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as an acknowledgment of receipt of the following materials:

- [Material 1: Description, Quantity]
- [Material 2: Description, Quantity]
- [Material 3: Description, Quantity]

We confirm that the materials were received in good condition on [Insert Date of Receipt].

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]