

Acceptance Letter

Date: [Insert Date]

To,

[Supplier's Name]
[Supplier's Address]
[City, State, Zip]
[Email Address]

Dear [Supplier's Name],

We are pleased to confirm the acceptance of the vital supply delivery as per our recent agreement. The details of the delivery are as follows:

- Order Number: [Insert Order Number]
- Delivery Date: [Insert Delivery Date]
- Items Delivered: [List of Items]
- Quantity: [Insert Quantity]

The supplies have been received in good condition, and we appreciate your prompt delivery. We look forward to continuing our partnership and working together in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip]
[Phone Number]
[Email Address]