

Letter of Acknowledgment

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Address]

Dear [Supplier's Name],

We are writing to formally acknowledge the receipt of the crucial materials listed below, which were delivered on [Insert Delivery Date]:

- [Material 1]
- [Material 2]
- [Material 3]
- [Additional Materials if any]

We appreciate your timely delivery and assure you that these materials will be put to good use in our operations. If there are any discrepancies or issues with the delivery, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]