

# Confirmation of Receipt of Essential Supplies

Date: [Insert Date]

From: [Your Company/Organization Name]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hereby confirm the receipt of the essential supplies as per our recent order. The details of the supplies received are as follows:

- Item Description: [Item 1 Description]
- Quantity Received: [Quantity 1]
- Item Description: [Item 2 Description]
- Quantity Received: [Quantity 2]

We appreciate your timely delivery and thank you for your cooperation. If you have any questions, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]