

Notification of Receipt of Key Supplies

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are pleased to inform you that we have received the key supplies as per our recent order placed on [Order Date]. The details of the supplies received are as follows:

- Item Description: [Description]
- Quantity: [Quantity]
- Delivery Date: [Delivery Date]
- Supplier: [Supplier Name]

We have conducted a preliminary inspection, and everything appears to be in order. Please inform us if you have any discrepancies or require further information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]