

# Vendor Shipment Acknowledgment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Representative Name],

We are writing to acknowledge receipt of the shipment received on [Insert Receipt Date]. The details of the shipment are as follows:

- Invoice Number: [Insert Invoice Number]
- Order Number: [Insert Order Number]
- Items Received: [Insert Items Description]
- Quantity: [Insert Quantity]

We appreciate your prompt delivery and the quality of the products received. Should there be any discrepancies or issues, we will reach out to you as soon as possible.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]