

Vendor Delivery Confirmation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to confirm the delivery of the following items:

- Item 1: [Description] - Quantity: [Quantity]
- Item 2: [Description] - Quantity: [Quantity]
- Item 3: [Description] - Quantity: [Quantity]

Delivery Date: [Insert Delivery Date]

Delivery Location: [Insert Delivery Location]

Please ensure that all items are delivered in good condition and on time. If you have any questions or need further clarification, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]