

Delivery Confirmation Letter

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, ZIP]

Subject: Confirmation of Delivery

Dear [Vendor Name],

We are writing to confirm the receipt of the shipment that was delivered on [Insert Delivery Date]. Below are the details of the shipment:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Quantity Received: [Insert Quantity]
- Delivery Location: [Insert Delivery Location]

Thank you for your timely delivery. Please reach out if there are any discrepancies or if you require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]