

Vendor Order Shipping Acknowledgment

To: [Vendor Name]

From: [Your Company Name]

Date: [Date]

Order Number: [Order Number]

Dear [Vendor Name],

We would like to acknowledge the receipt of your shipment corresponding to order number [Order Number] placed on [Order Date]. The details of the shipment are as follows:

- **Items Shipped:** [List of Items]
- **Shipment Date:** [Shipment Date]
- **Tracking Number:** [Tracking Number]

Please ensure that the items arrive in good condition and notify us immediately if there are any discrepancies or issues with the shipment.

Thank you for your promptness in fulfilling this order. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]