

Acknowledgement of Receipt of Products

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally acknowledge the receipt of the products listed below:

- Product Name 1 - Quantity: [Insert Quantity]
- Product Name 2 - Quantity: [Insert Quantity]
- Product Name 3 - Quantity: [Insert Quantity]

All items received were in good condition and as per the agreed specifications. We appreciate your timely delivery and look forward to continuing our business relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]