

Acknowledgment of Delivered Supplies

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Supplier's Name],

We are writing to formally acknowledge the receipt of supplies delivered on [Delivery Date]. We appreciate your prompt delivery and the quality of the items received.

Details of the delivered supplies:

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

All items were received in good condition and match our order specifications. Thank you for your continued partnership and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]