

Confirmation of Material Reception

To: [Supplier's Name]

Date: [Date]

Dear [Supplier's Name],

We hereby confirm the receipt of the following materials:

Item Description	Quantity	Received Date
[Material 1 Description]	[Quantity]	[Date]
[Material 2 Description]	[Quantity]	[Date]

Please ensure that any discrepancies are addressed at your earliest convenience.

Thank you for your prompt service.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]