

Confirmation of Received Materials

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hereby confirm the receipt of the following materials from your shipment:

Item Description	Quantity	Delivery Date
[Item 1 Description]	[Quantity]	[Delivery Date]
[Item 2 Description]	[Quantity]	[Delivery Date]

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]