

Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby confirm the receipt of materials related to the [Project Name] project. The details of the materials received are as follows:

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

All items were received in good condition. We appreciate your prompt delivery and thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]