

# Receipt Verification Letter

Date: [Insert Date]

To: [Supplier/Recipient Name]

[Supplier/Recipient Address]

[City, State, Zip Code]

Subject: Receipt Verification for Incoming Items

Dear [Supplier/Recipient Name],

We are writing to confirm the receipt of the following items delivered on [Insert Delivery Date]:

Item Description	Quantity Received	Condition
[Item 1 Description]	[Quantity]	[Condition (e.g., Good, Damaged)]
[Item 2 Description]	[Quantity]	[Condition]

All items listed above have been verified and found to be in accordance with the purchase order [Insert Purchase Order Number]. If there are any discrepancies, please contact us immediately.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]