

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the goods that were shipped to us on [Shipment Date]. The order reference number is [Order Number].

We appreciate your prompt attention to this matter and would be grateful if you could confirm the receipt of the following items:

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

Should there be any discrepancies or issues, please do not hesitate to reach out to us for resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]