

# Delivery Agreement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the delivery agreement between [Your Company Name] and [Recipient's Company Name] as outlined below:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Location:** [Insert Delivery Location]
- **Items to Be Delivered:** [Insert List of Items]
- **Total Cost:** [Insert Total Cost]
- **Payment Terms:** [Insert Payment Terms]

Please review the details above and confirm your acceptance of this delivery agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

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Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_