

Hardware Delivery Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Acknowledgment of Hardware Delivery

Dear [Recipient Name],

We are writing to confirm the receipt of the hardware delivered to your home office on [Delivery Date]. The following items have been received:

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

Please ensure that all items are in good working condition. If you encounter any issues or missing items, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]