

Hardware Delivery Confirmation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

IT Department

[Your Company Name]

[Your Company Address]

[Your Company Email]

Dear [Vendor Name],

We would like to acknowledge the receipt of the hardware delivery made on [insert delivery date]. The delivered items have been received in good condition and are ready for installation.

Below is the list of items received:

- [Item 1 Name] - [Quantity]
- [Item 2 Name] - [Quantity]
- [Item 3 Name] - [Quantity]

Thank you for your prompt delivery. If there are any further actions needed from our side or if you require additional information, please don't hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]