

Hardware Delivery Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Hardware Delivery for Contract #[Contract Number]

Dear [Recipient Name],

We are writing to confirm the delivery of hardware as per the specifications outlined in Contract #[Contract Number] dated [Contract Date]. The following items have been delivered:

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

- [Item 3 Description] - [Quantity]

The delivery was completed on [Delivery Date], and all items were received in good condition.

Please find attached the delivery receipt and any additional documentation for your records.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]