

Hardware Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

This letter serves to confirm the receipt of hardware by [Institution's Name] as per the agreement dated [Insert Agreement Date]. Below are the details of the items received:

Item Description	Quantity	Serial Number
[Item 1 Description]	[Quantity]	[Serial Number]
[Item 2 Description]	[Quantity]	[Serial Number]

We appreciate your continued support and look forward to utilizing these resources for the benefit of our educational programs.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]

[Contact Information]