

# Delivery Schedule Acknowledgement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your delivery schedule for [Specify Products/Services] dated [Insert Date]. We confirm that the delivery is scheduled for the following dates:

- [Date 1]: [Product/Service Description]
- [Date 2]: [Product/Service Description]
- [Date 3]: [Product/Service Description]

If you have any questions or need further clarification regarding the schedule, please feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]