

Delivery Confirmation Check-In

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]

Dear [Recipient's Name],

This letter is to confirm the delivery of the following goods related to our recent import-export transaction:

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

Please verify the receipt of the above items and confirm by signing below:

[Recipient's Name]
[Date]

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]