

Office Supplies Dispatch Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Designation]

[Company/Department Name]

[Address]

Dear [Recipient's Name],

We hereby acknowledge the dispatch of office supplies as per your requisition. The details of the items dispatched are as follows:

| Item Description | Quantity | Date of Dispatch |
|----------------------|------------|------------------|
| [Item 1 Description] | [Quantity] | [Dispatch Date] |
| [Item 2 Description] | [Quantity] | [Dispatch Date] |

Please confirm the receipt of the above items at your earliest convenience.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Designation]

[Company/Organization Name]

[Contact Information]