

Supplier Name

Supplier Address

City, State, Zip Code

Date: [Insert Date]

Dear [Supplier's Contact Name],

We are writing to confirm the delivery of the following items:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Delivery Date: [Insert Delivery Date]
- Order Number: [Insert Order Number]

We appreciate your timely delivery and support. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]