

Delivery Completion Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the delivery completion for our recent order, [Order Number], which was placed on [Order Date].

As per our agreement, the delivery was scheduled for [Scheduled Delivery Date], and it is important for us to confirm that all items have been received in good order.

Please provide us with the delivery confirmation at your earliest convenience. Should there be any issues or delays, kindly inform us as soon as possible so we can address them accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]