

Order Delivery Verification

Date: [Insert Date]

To,

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the delivery of order number [Order Number] placed on [Order Date]. The items were successfully delivered on [Delivery Date] to the address provided.

Order Details:

- Item Description: [Item Description]
- Quantity: [Quantity]
- Tracking Number: [Tracking Number]

We kindly request that you verify the receipt of the items and confirm that they match the order placed. Please reply to this letter or contact us at [Your Contact Information] for any discrepancies.

Thank you for your prompt attention to this matter.

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