

# Package Delivery Receipt Acknowledgment

Date: **[Insert Date]**

To: **[Recipient Name]**

Address: **[Recipient Address]**

Dear [Recipient Name],

This letter serves as acknowledgment for the delivery of the following package:

- Tracking Number: **[Insert Tracking Number]**
- Description of Package: **[Insert Description]**
- Delivery Date: **[Insert Delivery Date]**
- Delivered By: **[Insert Delivery Service]**

By signing below, you confirm the receipt of the package in good condition.

Recipient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]