

Deliverable Receipt Verification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Verification of Receipt of Deliverables

Dear [Recipient Name],

I am writing to confirm the receipt of the following deliverables:

- [Deliverable 1 Description]
- [Deliverable 2 Description]
- [Deliverable 3 Description]

All deliverables have been received in good condition and meet the specified requirements outlined in the project agreement.

Thank you for your cooperation. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]