

Cargo Delivery Acceptance Letter

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as formal acceptance of the cargo delivered by [Delivering Company Name] on [Delivery Date]. We confirm receipt of the following items:

- Item 1: [Description, Quantity]
- Item 2: [Description, Quantity]
- Item 3: [Description, Quantity]

The items have been inspected and are in good condition, as per the delivery agreement. If you have any further documentation or follow-up actions required, please let us know.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]