

Shipment Delivery Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter serves to confirm the receipt of the shipment delivered to [Recipient Address] on [Delivery Date]. The details of the shipment are as follows:

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

We acknowledge that the shipment was received in good order and in accordance with the details provided in the shipping documentation.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]