

# Transport Delivery Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to verify the delivery of goods transported on [Insert Transport Date]. The following items were delivered as per our agreement:

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

The delivery was completed successfully at [Delivery Location] and was received by [Receiver's Name] on [Delivery Date].

Please confirm the receipt of the items by signing below:

\_\_\_\_\_

[Receiver's Name] - Signature

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

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]