

Letter of Acknowledgment

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of the materials that were delivered on [Insert Delivery Date]. While we appreciate the eventual delivery, we would like to express our concern regarding the delayed handover, which was originally scheduled for [Insert Original Due Date].

The late handover has impacted our project timeline and operational efficiency. We request your cooperation in preventing such occurrences in the future.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]