

Letter of Acceptance of Delivered Assets

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally confirm the acceptance of the assets delivered to us on [insert delivery date]. The details of the delivered assets are as follows:

- Asset Description: [Insert Description]
- Quantity: [Insert Quantity]
- Serial Number: [Insert Serial Number]

We have inspected the assets and confirm that they meet the agreed specifications and are in good condition. Thus, we accept the delivery without any issues.

Thank you for your timely delivery and for your continued support. If you have any further questions, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]