

Acknowledgment of Asset Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to acknowledge the receipt of the following assets:

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

We confirm that the above-mentioned asset(s) have been received in good condition and will be recorded in our inventory records.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]