

# Asset Delivery Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hereby confirm the delivery of the following assets:

Asset Description	Quantity	Serial Number
[Asset Description 1]	[Quantity 1]	[Serial Number 1]
[Asset Description 2]	[Quantity 2]	[Serial Number 2]

Received by: [Recipient's Name]

Signature: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]