

Confirmation of Equipment Delivery

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Address]

Dear [Recipient Name],

This letter serves as a confirmation of the delivery of equipment as per our agreement. The details of the delivery are as follows:

- Delivery Date: [Insert Delivery Date]
- Equipment Description: [Insert Equipment Description]
- Quantity: [Insert Quantity]
- Delivery Reference Number: [Insert Reference Number]

We confirm that the equipment has been delivered in good condition and meets the agreed specifications. Please sign below to acknowledge receipt of the items.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Signature: _____

Date: _____