

# Confirmation of Goods Received

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To:

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hereby confirm that we have received the following goods as per our order dated [Insert Order Date]:

Item Description	Quantity	Condition
[Item 1 Description]	[Quantity]	[Condition]
[Item 2 Description]	[Quantity]	[Condition]

If the goods listed above are not as per our order or if there are discrepancies, please contact us within [Insert Time Frame] for resolution.

Thank you for your prompt service.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]