

Confirmation of Shipment Receipt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hereby confirm the receipt of your shipment, which arrived on [Insert Arrival Date]. The details of the shipment are as follows:

- **Shipment Reference Number:** [Insert Number]
- **Contents:** [Insert Description of Contents]
- **Quantity:** [Insert Quantity]

The goods have been inspected and all items are accounted for in good condition.

Thank you for your timely delivery. Should you have any questions, please feel free to contact us.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]