

# Delivery Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm that the following inventory items have been successfully delivered to your address:

Item Description	Quantity	Delivery Date
[Item 1 Description]	[Quantity]	[Delivery Date]
[Item 2 Description]	[Quantity]	[Delivery Date]

Please verify the items and quantities received. If you have any discrepancies or concerns, do not hesitate to contact us.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]