

Delivery Verification Letter

Date: [Insert Date]

To: [Logistics Partner Name]

Address: [Logistics Partner Address]

Subject: Delivery Verification for [Order/Shipment ID]

Dear [Logistics Partner Name],

We are writing to confirm the successful delivery of the following items:

- Item Description: [Item 1]
- Quantity: [Quantity 1]
- Item Description: [Item 2]
- Quantity: [Quantity 2]

This delivery was received on [Delivery Date] at [Delivery Location] by [Recipient Name]. We appreciate your timely service and attention to detail in handling this shipment.

Please find attached any relevant documents related to this delivery for your reference.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]