

# Freight Arrival Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are writing to acknowledge the arrival of the freight shipment numbered [Insert Shipment Number] received on [Insert Arrival Date]. The package was in good condition and has been successfully processed into our inventory.

Details of the Shipment:

- Shipment Number: [Insert Shipment Number]
- Contents: [Insert Description of Contents]
- Quantity Received: [Insert Quantity]
- Condition: [Insert Condition]

Please let us know if any further documentation or actions are required on your part.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]