

# Shipment Receipt Acknowledgment

Date: [Insert Date]

To: [Sender's Name]

From: [Recipient's Name]

Shipping Address: [Insert Address]

Dear [Sender's Name],

This letter is to formally acknowledge the receipt of the shipment sent on [Insert Shipping Date]. The details of the shipment are as follows:

<b>Item Description</b>	<b>Quantity</b>	<b>Tracking Number</b>
[Item 1]	[Quantity 1]	[Tracking Number 1]
[Item 2]	[Quantity 2]	[Tracking Number 2]

We confirm that all items have been received in good condition and as per the shipping list. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]