

Vendor Shipment Acknowledgment

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We hereby acknowledge the receipt of the shipment detailed below:

Item Description	Quantity	Order Number	Tracking Number
[Item Description]	[Quantity]	[Order Number]	[Tracking Number]

Thank you for your prompt shipment. If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]