

Acceptance of Supplier Goods Delivery

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally acknowledge the receipt of the goods delivered on [Delivery Date] as per our purchase order [Order Number].

The items received are as follows:

- [Item Description 1] - [Quantity]
- [Item Description 2] - [Quantity]
- [Item Description 3] - [Quantity]

We confirm that the delivered goods meet our specifications and quality standards. Therefore, we accept the delivery and appreciate your timely service.

Should there be any discrepancies or issues, we will reach out to you promptly for resolution.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]