

# Acknowledgment of Supplier Delivery

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We would like to acknowledge the receipt of the following items delivered on [Insert Delivery Date]:

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

All items were received in good condition and match the order specifications. If there are any discrepancies, we will contact you within the next [Insert Time Frame].

Thank you for your prompt delivery. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]