

Confirmation of Received Goods

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

This letter serves to confirm the receipt of goods from your company. The shipment was received on [Insert Receipt Date] and is detailed below:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

All items were received in good condition and match the purchase order [PO Number].

Thank you for your prompt delivery. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Contact Information]