

Confirmation of Supplier Delivery Receipt

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hereby confirm the receipt of the following items delivered to our premises on [Insert Delivery Date]:

Item Description	Quantity	Remarks
[Item 1 Description]	[Quantity]	[Remarks]
[Item 2 Description]	[Quantity]	[Remarks]

We appreciate your timely delivery and look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]