

Goods Receipt Verification

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

We acknowledge the receipt of goods referenced under Purchase Order [PO Number] delivered on [Delivery Date]. The details of the received items are as follows:

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

Overall, the goods have been verified against our order, and we confirm that the items listed above have been received in good condition.

If there are any discrepancies or issues regarding this delivery, please contact us at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Contact Number]