

# Received Goods Confirmation

Date: [Insert Date]

From: [Supplier Name]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm that we have received the goods listed below:

Item Description	Quantity	Received Date
[Item 1 Description]	[Quantity]	[Received Date]
[Item 2 Description]	[Quantity]	[Received Date]

Please review the details and confirm if everything is in order. Should you have any discrepancies, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]