

# Supplier Delivery Confirmation Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hereby acknowledge the receipt of the delivery as per our purchase order #[Insert Order Number] dated [Insert Order Date]. The details of the delivered items are as follows:

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

We confirm that all received items are in good condition and meet our quality standards.

Thank you for your prompt delivery and continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]