

# Supplier Goods Receipt Acknowledgment

Date: **[Insert Date]**

To: **[Supplier Name]**

Address: **[Supplier Address]**

Dear **[Supplier Contact Name]**,

We acknowledge the receipt of goods as per the details below:

<b>Item Description</b>	<b>Quantity</b>	<b>Received Date</b>
<b>[Item 1 Description]</b>	<b>[Quantity]</b>	<b>[Received Date]</b>
<b>[Item 2 Description]</b>	<b>[Quantity]</b>	<b>[Received Date]</b>

If you have any questions, please do not hesitate to contact us.

Thank you.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Company Name]**

**[Your Company Address]**

**[Your Contact Information]**