

Supplier Product Receipt Acknowledgment

Date: [Insert Date]

To:

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Subject: Product Receipt Acknowledgment

Dear [Supplier Contact Name],

We are writing to acknowledge the receipt of the products listed below delivered on [Insert Delivery Date]:

Product Name	Quantity	Item Number	Condition
[Product 1]	[Quantity 1]	[Item Number 1]	[Condition 1]
[Product 2]	[Quantity 2]	[Item Number 2]	[Condition 2]

We confirm that the received products meet our order specifications and standards. Please retain this acknowledgment for your records.

Thank you for your timely delivery.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]