Shipment Receipt Confirmation

Date: [Insert Date]

Supplier Name: [Insert Supplier Name]

Supplier Address: [Insert Supplier Address]

Order Number: [Insert Order Number]

Shipment Reference Number: [Insert Shipment Reference Number]

Items Received:

- [Item 1 Description] - Quantity: [Quantity]
- [Item 2 Description] - Quantity: [Quantity]
- [Item 3 Description] - Quantity: [Quantity]

This is to confirm that we have received the above-mentioned shipment in good condition on the date mentioned.

Thank you for your prompt service.

Sincerely,

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