

# Supplier Acknowledgment for Equipment Clearance

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We acknowledge the receipt of your request for equipment clearance dated [Insert Request Date]. We confirm that we have reviewed the details and are proceeding with the necessary steps to ensure clearance.

The following equipment will be cleared:

- [Equipment Item 1]
- [Equipment Item 2]
- [Equipment Item 3]

Please allow us [Insert Time Frame] to complete the clearance process. We will keep you updated on the progress. If you have any questions or require further assistance, feel free to reach out to us at [Supplier Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Supplier Company Name]  
[Supplier Company Address]