

## **Subject: Solicitation for E-Delivery Confirmation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the electronic delivery of [specific document or item] that was sent to you on [date of delivery].

To ensure that the information has reached you successfully, please take a moment to reply to this email with your confirmation. If you did not receive the document, let me know, and I will be happy to resend it.

Thank you for your attention to this matter. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]