

Materials Collection Confirmation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the collection of materials that took place on [Insert Collection Date].
The following items were received:

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

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]