

Materials Received Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have received the materials listed below:

- [Material 1 Description]
- [Material 2 Description]
- [Material 3 Description]

Please verify that the materials match the order specifications and conditions upon receipt. If you have any questions or concerns, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]