

Contract Delivery Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Contract Delivery Confirmation

Dear [Recipient's Name],

This letter is to confirm the delivery of the contract titled "[Contract Title]" on [Delivery Date]. The contract has been successfully received and is now filed in our internal records for future reference.

Details of the delivered contract:

- Contract Title: [Contract Title]
- Contract Number: [Contract Number]
- Delivery Date: [Delivery Date]
- Parties Involved: [Party A] and [Party B]

Please let me know if you have any questions or require further information.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company]