

Delivery Submission Receipt

Date: [Insert Date Here]

To: [Recipient Name]

From: [Your Name]

Subject: Deliverable Submission Receipt

Dear [Recipient Name],

This letter serves as a receipt for the submission of the following deliverable:

- **Deliverable Title:** [Insert Deliverable Title]
- **Submission Date:** [Insert Submission Date]
- **Description:** [Insert Brief Description of Deliverable]

Please confirm the receipt of this deliverable at your earliest convenience. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]