

Product Delivery Acknowledgment

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Attention: [Recipient's Name]

Subject: Acknowledgment of Product Delivery

Dear [Recipient's Name],

We hereby acknowledge the receipt of the following products delivered to our premises on [Delivery Date]:

Product Name	Quantity	Order Number
[Product 1 Name]	[Quantity]	[Order Number]
[Product 2 Name]	[Quantity]	[Order Number]

We confirm that the items listed above have been received in good condition and as per our order specifications.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]