

Acceptance Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of the equipment as per our agreement dated [Insert Agreement Date]. The details of the received equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Model Number: [Insert Model Number]
- Quantity Received: [Insert Quantity]
- Condition: [Insert Condition]

We have thoroughly inspected the equipment and confirm it meets the specified requirements. Thank you for your timely delivery.

If you have any questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]