

Acknowledgment of Merchandise Receipt

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally acknowledge the receipt of the merchandise ordered from your company. The details of the shipment are as follows:

- **Order Number:** [Insert Order Number]
- **Invoice Number:** [Insert Invoice Number]
- **Item Description:** [List of Items]
- **Quantity Received:** [Insert Quantity]
- **Delivery Date:** [Insert Delivery Date]

We confirm that the items received are in good condition and match the order specifications. Thank you for your prompt delivery and service. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]