

Affirmation of Merchandise Received

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to affirm that I have received the merchandise listed below:

- Item Name: [Insert Item Name]
- Quantity: [Insert Quantity]
- Order Number: [Insert Order Number]
- Date of Receipt: [Insert Date of Receipt]

Everything appears to be in order and as per the specifications stated in our agreement.
Thank you for your prompt delivery.

Sincerely,
[Your Name]