

Notice of Receipt of Supplies

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that we have received the following supplies:

Item Description	Quantity	Supplier
[Item 1]	[Quantity 1]	[Supplier 1]
[Item 2]	[Quantity 2]	[Supplier 2]

If there are any discrepancies or issues with the received items, please contact us at your earliest convenience.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]