

# Letter of Recognition for Goods Accepted

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 goods delivered on [Insert Delivery Date]. We confirm that the following items have been accepted:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

All items were received in satisfactory condition, and we appreciate your prompt service and support.

If you have any questions regarding this acknowledgment, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]