

Validation Letter for Items Received

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are writing to confirm the receipt of the items listed below:

- Item Name: [Insert Item 1] - Quantity: [Insert Quantity]
- Item Name: [Insert Item 2] - Quantity: [Insert Quantity]
- Item Name: [Insert Item 3] - Quantity: [Insert Quantity]

The items were received on [Insert Receipt Date] and have been checked against the order confirmation. We confirm that all items are in good condition and match the specifications outlined in our purchase order.

Thank you for your prompt service. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]