

Acceptance Letter for Package Delivery

Date: [Insert Date]

To: [Insert Sender's Name]
[Insert Sender's Address]
[Insert City, State, Zip Code]

Dear [Insert Sender's Name],

I am writing to formally acknowledge the acceptance of the package delivered on [Insert Delivery Date]. The package, containing [briefly describe contents], has been received in good condition.

Please let me know if you require any further confirmation or information regarding this delivery.

Thank you for your prompt service.

Sincerely,
[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Contact Information]