

Delivery Acknowledgment

Date: [Insert Date]

To Whom It May Concern,

This is to acknowledge the receipt of the package delivered to us on [Insert Delivery Date]. The details of the package are as follows:

- **Sender:** [Insert Sender Name]
- **Tracking Number:** [Insert Tracking Number]
- **Description of Package:** [Insert Description]
- **Received By:** [Insert Receiver Name]

We confirm that the package was delivered in good condition and we appreciate the prompt service.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]