

# Acknowledgment of Received Goods

Date: [Insert Date]

From: [Your Company Name]

To: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hereby acknowledge the receipt of the following goods as outlined in Invoice #[Invoice Number]:

<b>Description</b>	<b>Quantity</b>	<b>Condition</b>
[Item Description 1]	[Quantity 1]	[Condition 1]
[Item Description 2]	[Quantity 2]	[Condition 2]

All items were received in [good/acceptable] condition and matched the order specifications.

Thank you for your prompt delivery. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]