

Receipt Acknowledgment for Parcel

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Sender's Name]

[Sender's Address]

[City, State, Zip Code]

Dear [Sender's Name],

I am writing to acknowledge the receipt of the parcel sent by you on [Insert Date of Sending]. The package was received on [Insert Date of Receipt].

The details of the parcel are as follows:

- Tracking Number: [Insert Tracking Number]
- Description of Contents: [Insert Description]
- Condition of Parcel: [Insert Condition]

I appreciate your promptness in sending the parcel. If there are any issues, I will reach out to you immediately.

Thank you.

Sincerely,

[Your Name]