

Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the receipt of the following items that were delivered to your address on [Delivery Date]:

- [Item 1 - Description]
- [Item 2 - Description]
- [Item 3 - Description]

Thank you for your business. If you have any questions or concerns regarding this delivery, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]