

Sample Business Letter: Acknowledgment of Receipt of Goods

[Your Company Letterhead]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Acknowledgment of Receipt of Goods

We hereby acknowledge the receipt of goods as per your invoice [Invoice Number] dated [Invoice Date]. The shipment was delivered to our premises on [Date of Receipt], and upon thorough inspection, we confirm that the following items have been received:

- Item Description: [Description of Goods]
- Quantity Received: [Number of Units]
- Condition Upon Arrival: [Satisfactory/As Ordered/Any Damages Noted]
- Order/Reference Number: [Purchase Order Number]

We appreciate your prompt delivery and the condition of the items received. Should there be any further queries or actions required regarding this delivery, we will contact you accordingly.

Please keep this letter on file as formal acknowledgment of receipt of the goods. Thank you for your continued cooperation and partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]