

Sample Business Letter for Acknowledgment of Receipt of Shipment

[Your Company Letterhead]

Date: [Insert Date]

Recipient Name

Recipient Title

Supplier Company Name

Supplier Address

City, State ZIP Code

Dear [Recipient Name],

We hereby acknowledge receipt of the shipment referenced under Order Number [Insert Order Number], which was delivered to us on [Insert Date of Delivery].

Upon inspection, we confirm that the goods were received in good condition and in accordance with the specifications outlined in our order. The quantity and quality of the items match our requirements, and we appreciate your adherence to the agreed delivery schedule.

Thank you for your prompt and reliable service. We look forward to continuing our business relationship.

Should you require any further confirmation or documentation, please let us know.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]