

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

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

Subject: Acknowledgement of Business Goods Delivery

Dear [Supplier's Contact Person],

This letter is to formally acknowledge receipt of the goods delivered on [Delivery Date] as per our Purchase Order No. [PO Number]. We are pleased to confirm that the items have been received in good condition and match the agreed specifications.

Details of Goods Delivered:

- **Item Description:** [Description of Item 1]
- **Quantity:** [Quantity of Item 1]
- **Item Description:** [Description of Item 2]
- **Quantity:** [Quantity of Item 2]

The delivery was executed on [Delivery Date] to our warehouse located at [Delivery Address]. All items were inspected upon arrival and found to be in satisfactory condition.

We appreciate your promptness and cooperation in fulfilling the order as per the terms agreed upon. This acknowledgment serves as a formal confirmation of receipt for your records.

Should there be any discrepancies or issues noted during further inspection, we will notify you immediately.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]