[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: ACKNOWLEDGED RECEIPT OF GOODS**

Dear [CONTACT NAME],

We are writing to acknowledge receipt and delivery of the goods described on the enclosed [LIST, INVOICE OR PURCHASE ORDER].

The undersigned further acknowledges that all such goods have been checked and are without defect. Therefore, final acceptance is hereby confirmed as the undersigned accepts to undertake any additional cost if the case may be.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]