

Informal tone for confirming delivery

Subject: Got the Package!

Hi [Sender's Name],

Just a quick note to say that I've received the package you sent. Everything seems to be in order, and I really appreciate you sending it so quickly.

Thanks again, and talk soon!

Cheers,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/confirmation-of-receipt-letter>