

Delivery Acceptance Letter

Dear [Name],

I am writing to confirm the receipt and acceptance of the delivery that you have made to our company on [date of delivery]. We have thoroughly inspected the items and are pleased to inform you that they have been received in good condition and according to our specifications.

We appreciate your prompt delivery and the efforts you have made to ensure that the items were delivered on time. We also appreciate the quality of the products and the professional manner in which your company handled the entire process.

Please find enclosed a copy of the delivery note as proof of delivery. We will process payment for the goods within the next [number of days] days, in accordance with the agreed payment terms.

Thank you for your prompt and efficient service. We look forward to working with you again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]