

Formal Business Delivery Confirmation Letter

Subject: Delivery Confirmation and Receipt Acknowledgement

Dear [Recipient Name],

This letter serves to confirm that the goods listed under invoice [Invoice Number] have been delivered to your premises on [Delivery Date]. All items have been verified against the order and are in good condition.

Please sign and return a copy of this letter as acknowledgment of receipt.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/delivery-confirmation-letter>