

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to confirm the delivery of [describe the document or package] that was sent on [date of sending]. This document contains [briefly describe the content or purpose of the document].

Please find enclosed [list any documents, if applicable] for your reference.

If you have any questions or require further information, please do not hesitate to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]

[Your Company Name (if applicable)]