

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Acknowledgment of Supply of Goods

We hereby acknowledge the receipt of the following goods supplied by your company:

1. [Description of Goods] - [Quantity] - [Invoice Number]

2. [Description of Goods] - [Quantity] - [Invoice Number]

3. [Description of Goods] - [Quantity] - [Invoice Number]

The goods were received on [Date of Receipt] in good condition and as per our order specifications.

Thank you for your prompt service. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]