

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Supply of Goods

We are pleased to confirm the acceptance of your supply of goods as per our agreement dated [Insert Date]. We appreciate your prompt delivery of the items listed below:

1. [Item Description] - [Quantity]

2. [Item Description] - [Quantity]

3. [Item Description] - [Quantity]

The goods have been received in good condition and meet our specifications. Please find attached a signed copy of the delivery note for your records.

Thank you for your continued partnership. We look forward to future transactions together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]