

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Supply of Goods Delivery

I hope this letter finds you well.

We are pleased to confirm the delivery of goods as per our recent agreement. The details of the delivery are as follows:

- **Order Number:** [Order Number]
- **Description of Goods:** [Description]
- **Quantity:** [Quantity]
- **Delivery Date:** [Delivery Date]
- **Delivery Location:** [Delivery Address]

Please ensure that someone is available to receive the goods at the delivery location on the specified date. Should you have any questions or require further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]