

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Supply of Goods

We are writing to formally verify the supply of the following goods as per our agreement dated [insert date of agreement/contract]:

- [List of goods with descriptions, quantities, and dates of supply]
- [Any additional relevant details]

Please confirm receipt of the goods listed above and any discrepancies that may exist. Your acknowledgment is important for our records and future transactions.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]