

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Acceptance Letter for Xerox Printer

We are pleased to inform you that we have accepted the delivery of the Xerox printer model [Model Number], as per our purchase agreement dated [Purchase Agreement Date].

The printer was received on [Delivery Date] and has been inspected for quality and functionality. We confirm that the printer meets the specifications outlined in the agreement and is in good working condition.

Please find attached the signed delivery receipt and associated documents for your records. We appreciate your timely delivery and support throughout this process.

Thank you for your cooperation. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Attachments: Delivery Receipt, Purchase Agreement]