

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge receipt of the Xerox printer model [Model Number] delivered on [Delivery Date].

We appreciate your promptness in fulfilling our order and ensure that the printer will be put to good use in our operations.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]