

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

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the delivery of [describe the document, e.g., "the quarterly report," "the signed contract," etc.] as requested. Please find the document attached to this email or enclosed with this letter.

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Your Company Name]