

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

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

Dear [Recipient's Name],

Subject: Document Delivery

I am writing to inform you that I have delivered the [specific documents] as per your request on [date of delivery]. The documents include:

1. [Document Title or Description]
2. [Document Title or Description]
3. [Document Title or Description]

Please confirm receipt of these documents at your earliest convenience.

If you have any questions or require further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title] (if applicable)  
[Your Company/Organization] (if applicable)