## **Formal Business Delivery Confirmation Letter**

Subject: Delivery Confirmation and Receipt Acknowledgement

Dear [Recipient Name],

This letter serves to confirm that the goods listed under invoice [Invoice Number] have been delivered to your premises on [Delivery Date]. All items have been verified against the order and are in good condition.

Please sign and return a copy of this letter as acknowledgment of receipt.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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