

Acknowledgement Receipt Letter for Received Items

Date: _____

To:

This is to acknowledge the receipt of the following item(s) from _____ on _____.

Details of Received Items:

Item Description	Quantity	Condition	Remarks

I hereby confirm that I have received the above-mentioned item(s) in satisfactory condition.

Received By
Name: _____
Signature: _____
Date: _____

Authorized By
Name: _____
Signature: _____
Date: _____

Important Notes:

- This document serves as proof of receipt of listed items.
- Ensure all details are accurately filled before signing.
- Keep a copy for both the receiver and the issuer.
- Report any discrepancies immediately upon receipt.
- Do not sign if items are missing or damaged.