

# 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.