

# ON THE LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

## **DEMAND TO ACKNOWLEDGE DELIVERY**

Dear Sir,

Pursuant to your Purchase Order dated \_\_\_\_\_, bearing PO No. \_\_\_\_\_, and our conformation of the Order vide Acknowledgment and Confirmation Letter dated \_\_\_\_\_, bearing Order No. \_\_\_\_\_, the ordered goods (as per the copy of the Purchase Order attached herewith) have been delivered to you on \_\_\_\_\_ as per our record. However, we have not yet received any acknowledgment of the receipt of the said delivery.

You are, hereby, requested to acknowledge the receipt of the delivery dated \_\_\_\_\_. If we do not receive a reply from you within \_\_\_\_ days of your receipt of this letter, we shall consider the delivery as acknowledged by you, and no claims regarding the non delivery of the subject ordered goods shall be entertained by us in future.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]