To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Acknowledgement of Receipt of Product**

Dear Sir/Madam,

I would like to acknowledge that the [mention Name of the Product] that I ordered from your website has been received. As I ordered for the very first time, so to my surprise, the product was simply amazing. It’s exactly the same one that was shown on the website and it’s exactly what I wanted. Moreover, the product was delivered the very next day although a time of 2 to 3 working days was mentioned.

I am amazed by your excellent service and the high quality of the product. I will also definitely recommend your website to my friends and family. Thanks a lot!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]