

[Warehouse/Receiving Dept]

[Company Name]

[Date]

To:

[Sender's Name]

[Branch / Partner Company]

Subject: Transmittal Letter for Received Items

Dear [Name],

We acknowledge receipt of the following delivered items:

1. 2 Monitors (Serial: 00234 & 00235)
2. 1 CPU Unit
3. Office Supplies

All items are in good condition.

Sincerely,

[Receiving Officer Name]

[Signature]