Details of the recipient  
Name  
Contact details  
Address.

Subject: Letter of receipt

Dear Mr. ABC,

This letter is for acknowledgment of the reception of the product I purchased from you. The product was received in a good condition and there has been no damage to the product.

I am impressed by the quality of the product and I believe that it was the best decision to do shopping from your website. Thank you so much for your time and concern.

Regards,

Sincerely,

Name of the sender

Signatures

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