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# Acknowledgement Receipt Template

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**[Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**Received from:** [Name of the person or company providing the item]

**Address:** [Address of the person or company]

**Contact Information:** [Phone number and/or email address]

**Description of Item(s) Received:**

- [Description of the item(s) or service(s) received]

**Condition of Item(s):**

- [Condition upon receipt, e.g., new, used, in repair, etc.]

**Received by:** [Name of the person receiving the item]

**Position:** [Their position in the company]

**Signature:** \_\_\_\_\_

**Date:** [Insert Date]