

Company Letterhead  
Company Name  
Physical Address  
Telephone Number  
Email

Date (Date of letter)

Contribution Company  
Address

Dear Re

RE: Acknowledgement of Supplier Development Support received

I am writing to confirm the receipt of Supplier Development in the form of (Type of contribution) from (Contribution Company) to (Beneficiary Company). This was as per the supplier development agreement signed and entered on (Date of Agreement signed). The value of the contribution was (Value) for the financial period (Financial period)

Thank you for the assistance received.

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(Shareholder of beneficiary Entity Name)