

Date: [Insert Date]

To:

[Consignor Name/Company Name]
[Address Line 1]
[Address Line 2]

From:

[Consignee Name/Your Company Name]
[Address Line 1]
[Address Line 2]

Subject: Acknowledgment of Receipt and Valuation of Consigned Inventory

Dear [Contact Name],

This letter serves as formal acknowledgment that [Your Company Name] has received the following goods on a consignment basis, delivered on [Date of Delivery].

We have inspected the shipment and confirm the quantities and agreed-upon valuations as listed below:

Item Description / SKU	Quantity Received	Unit Valuation/Cost	Total Valuation
[Item 1 Description]	[Quantity]	[\$Amount]	[\$Total]
[Item 2 Description]	[Quantity]	[\$Amount]	[\$Total]
Grand Total:			[\$Total Amount]

The items listed above remain the property of [Consignor Name] until sold to a third party. [Your Company Name] accepts responsibility for the safe storage and insurance of these items while in our possession, as per the terms of our Consignment Agreement dated [Date of Agreement].

Please review this list. If there are any discrepancies, contact us within [Number] business days. Otherwise, this document will stand as the official record of the inventory held.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Consignor Acknowledgment:

I hereby confirm that the valuation and quantities listed above are correct.

Signature: _____ Date: _____