

Sales Order Verification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

Thank you for your order placed on [Order Date]. We are writing to verify your sales order as follows:

Item Number	Description	Quantity	Unit Price	Total Price
[Item Number]	[Description]	[Quantity]	[Unit Price]	[Total Price]

Total Amount: [Total Amount]

Please confirm that the details mentioned above are accurate. If there are any discrepancies or if you have any questions, feel free to contact us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]