

Sales Order Confirmation

Dear [Customer Name],

Thank you for choosing [Company Name] for your purchase. We are pleased to confirm your order, which was placed on [Order Date]. Below are the details of your sales order:

Order Details:

Item Description	Quantity	Unit Price	Total Price
[Item 1]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
[Item 2]	[Quantity 2]	[Unit Price 2]	[Total Price 2]

Order Summary:

Subtotal: [Subtotal]

Tax: [Tax]

Total: [Total]

Your order will be processed and shipped to the address provided within [Shipping Timeframe]. If you have any questions or need to make changes to your order, please contact us at [Contact Information].

Thank you for your business, and we look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]