

Order Change Confirmation

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your order. We have successfully received your request for changes to your order #[Order Number].

As per our consultation, the following changes have been made to your order:

- **Original Item:** [Original Item Description]
- **New Item:** [New Item Description]
- **Updated Quantity:** [New Quantity]
- **Adjusted Price:** [New Price]

Your order is now being processed with the updated specifications. If you have any further questions or need additional assistance, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]