

# Acknowledgment of Special Request Order

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your special request order dated [Insert Order Date]. We appreciate your trust in [Your Company Name] for your needs and assure you that we are processing your request.

Details of your order are as follows:

- Order Number: [Insert Order Number]
- Product/Service: [Insert Product/Service Description]
- Quantity: [Insert Quantity]
- Expected Delivery Date: [Insert Delivery Date]

Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing [Your Company Name]. We look forward to fulfilling your request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]