

Order Acceptance Letter

Date: [Insert Date]

To,
[Client Name]
[Client Address]
[City, State, ZIP Code]

Dear [Client Name],

We are pleased to inform you that your order with us, placed on [Insert Order Date], has been accepted. Below are the details of your order:

Order Number: [Insert Order Number]
Product/Service: [Insert Product/Service Description]
Quantity: [Insert Quantity]
Total Amount: [Insert Total Amount]

We appreciate your business and look forward to serving you. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing [Your Company Name].

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]