

Order Acknowledgment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for your order with [Your Company's Name]. We are writing to confirm that we have received your order placed on [Order Date]. Below are the details of your order:

Order Details:

- Order Number: [Order Number]
- Item(s) Ordered: [List Items]
- Quantity: [Quantity Ordered]
- Total Amount: [Total Amount]

Your order is currently being processed and we will notify you once it has shipped. The expected delivery date is [Estimated Delivery Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company's Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Contact Information]