

Order Acknowledgment

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Acknowledgment of Office Materials Order

Dear [Supplier's Name],

We would like to acknowledge the receipt of our recent order for office materials placed on [Order Date]. Below are the details of the order:

- Order Number: [Order Number]
- Items Ordered: [List of Items]
- Quantity: [Quantities]
- Total Amount: [Total Amount]

We appreciate your prompt attention to this order and look forward to receiving the items by [Expected Delivery Date].

If you have any questions or need further information, please do not hesitate to contact us.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]