

Purchase Order Acceptance

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Reseller's Name]

[Reseller's Company Name]

[Reseller's Address]

[City, State, Zip Code]

Dear [Reseller's Name],

We are pleased to inform you that we have received and accepted your purchase order [PO Number] dated [PO Date] for the following items:

Item Description	Quantity	Unit Price	Total Price
[Item 1]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
[Item 2]	[Quantity 2]	[Unit Price 2]	[Total Price 2]

Total Amount: [Total Amount]

We appreciate your business and look forward to fulfilling your order promptly. The estimated delivery date is [Estimated Delivery Date]. Please reach out if you have any questions or require further information.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]