

Purchase Order Receipt Acknowledgment

Date: [Insert Date]

To:

[Reseller Name]

[Reseller Address]

[City, State, Zip Code]

Dear [Reseller Name],

We hereby acknowledge the receipt of your purchase order dated [Insert Order Date] for the following items:

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

Total Amount: [Total Amount]

We appreciate your business and will process this order promptly. If you have any questions, please do not hesitate to contact us.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]