

# Acknowledgment of Order Received

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer's Name],

Thank you for your order. We are pleased to confirm that we have received your order #[Order Number] placed on [Order Date].

Details of your order are as follows:

- Product: [Product Name]
- Quantity: [Quantity]
- Price: [Price]

Your order is currently being processed and will be shipped to the following address:

[Shipping Address]

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

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]