

Order Reception Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Order Reception Confirmation

Dear [Recipient's Name],

We are writing to confirm the reception of your order [Order Number] placed on [Order Date]. We appreciate your business and look forward to processing your order.

Order Details:

- Item(s): [List of Items]
- Quantity: [Quantity]
- Price: [Total Price]
- Delivery Date: [Expected Delivery Date]

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

Thank you for choosing [Your Company].

Sincerely,

[Your Name]

[Your Position]

[Your Company]