

# Order Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Customer's Name]

[Customer's Company Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hereby acknowledge receipt of your order #[Order Number] placed on [Order Date]. We appreciate your business and are pleased to confirm that your order is being processed.

Order Details:

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

Your estimated delivery date is [Delivery Date]. We will send you an update once your order is shipped.

Thank you for choosing [Your Company Name]. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]