

Order Acknowledgment Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Order Acknowledgment

Dear [Customer Name],

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

Details of your order are as follows:

- Item: [Item Name]
- Quantity: [Quantity]
- Price: [Price]

Your order is currently being processed and will be shipped to you by [Expected Shipping Date]. We will notify you once your order has been dispatched.

If you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]