

Order Acknowledgment Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Thank you for your order dated [Insert Order Date]. We are pleased to confirm that we have received your order, and it is being processed.

Order Details:

- Order Number: [Insert Order Number]
- Item(s): [List of Items]
- Quantity: [List of Quantities]
- Total Amount: [Insert Total Amount]

We will notify you once your order has been shipped, along with tracking information. Should you have any questions, please do not hesitate to contact us.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]