

# Order Receipt Acknowledgment

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Email: [Customer Email]

Phone: [Customer Phone Number]

Dear [Customer Name],

Thank you for your order! We have received your order and would like to confirm that we are processing it.

**Order Number:** [Order Number]

**Order Date:** [Order Date]

**Items Ordered:**

- [Item 1 Description] - [Item 1 Quantity]
- [Item 2 Description] - [Item 2 Quantity]
- [Item 3 Description] - [Item 3 Quantity]

Please keep this acknowledgment for your records. If you have any questions regarding your order, feel free to contact us at [Company Contact Information].

Thank you for choosing [Company Name], and we look forward to serving you again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]