

Vendor Order Acceptance

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Acceptance of Order

Dear [Vendor Contact Name],

We are pleased to confirm the acceptance of your order as outlined in our recent correspondence. Please find the details below:

- **Order Number:** [Insert Order Number]
- **Order Date:** [Insert Order Date]
- **Item(s) Ordered:** [List Items]
- **Quantity:** [Insert Quantity]
- **Total Price:** [Insert Total Price]

We appreciate your prompt attention to this order and look forward to your confirmation of shipment dates. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]