

# Official Confirmation of Product Sample Order

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your order for product samples as per your request. Below are the details of your order:

- **Product Name:** [Insert Product Name]
- **Quantity:** [Insert Quantity]
- **Order Date:** [Insert Order Date]
- **Expected Delivery Date:** [Insert Delivery Date]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]