

Order Confirmation Acceptance

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to confirm the acceptance of your order dated [Insert Order Date]. Below are the details of your order:

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

We appreciate your business and look forward to fulfilling your order. Should you have any questions, please do not hesitate to reach out.

Thank you for choosing [Your Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]