

Recurring Order Setup Acknowledgment

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Customer's Name],

We are pleased to acknowledge the setup of your recurring order for regular deliveries. Your order details are as follows:

Order Details:

- Product Name: [Product Name]
- Quantity: [Quantity]
- Delivery Frequency: [e.g., Weekly, Monthly]
- Next Delivery Date: [Insert Date]
- Total Amount: [Insert Amount]

If you have any questions or need to make changes to your order, please do not hesitate to contact us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]