

Notification for Advanced Order Verification

Date: [Insert Date]

Dear [Customer Name],

We would like to inform you that we have received your advanced order placed on [Order Date] for the following items:

- [Item 1]
- [Item 2]
- [Item 3]

In order to proceed with your order and ensure accuracy, we kindly ask that you verify the details included below:

Order Number: [Order Number]

Delivery Date: [Expected Delivery Date]

Billing Address: [Billing Address]

Please confirm the information is correct by [Confirmation Deadline]. If any changes are necessary, please reach out to us at [Contact Information].

Thank you for your prompt attention to this matter. We appreciate your business and look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]