

# Order Confirmation Letter

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Country]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

[Client's Company Name]  
[Client's Address]  
[City, State, ZIP Code]  
[Country]

Attn: [Client Contact Name], [Job Title]

Subject: **Order Confirmation** – [Order Number]

Dear [Mr./Ms. Client Surname],

We are pleased to confirm receipt of your order dated [Order Date] for the following products:

Product Description	Quantity	Unit Price (USD)	Total (USD)
[Product Name 1]	[Qty]	[Unit Price 1]	[Total 1]
[Product Name 2]	[Qty]	[Unit Price 2]	[Total 2]
Grand Total			[Total Amount]

**Shipping Address:**  
[Delivery Address Line 1]  
[City, State, ZIP Code], [Country]

**Estimated Shipment Date:** [Shipment Date]  
**Estimated Delivery Time:** [X] days/weeks after dispatch

**Payment Terms:** [e.g., 50% advance, 50% upon delivery via wire transfer]  
**Incoterms:** [e.g., CIF, FOB, etc.]  
**Shipping Method:** [e.g., Air, Sea, Courier]

Your order will be processed promptly upon receipt of payment as per the above terms. Please review the order details and kindly confirm your acceptance by replying to this email or contacting us at your earliest convenience.

Thank you for choosing [Your Company Name] as your business partner. Should you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]