

Date: June 15, 2024

Ms. Anna Richards
Procurement Manager
Greenfield Technologies Ltd.
245 Industrial Avenue
Springfield, IL 62704

Dear Ms. Richards,

Subject: Order Confirmation and Estimated Delivery Date

Thank you for your recent order (Order No. GF-4821) placed on June 13, 2024, for the following items:

- 50 — Model XT-200 Wireless Routers
- 30 — Model VP-1000 Network Switches

We are pleased to confirm receipt and processing of your order. Our team has completed the verification, and the order is now being prepared for shipment.

Estimated Delivery Date: June 27, 2024

Your order will be shipped via FedEx Ground to the address provided. A tracking number will be sent to you as soon as your package is dispatched.

If you have any questions or require further assistance, please do not hesitate to contact me directly at orders@techsolutions.com or by phone at (555) 123-4567.

We appreciate your business and look forward to serving you again.

Sincerely,

Mark Weston
Sales Coordinator
Tech Solutions Inc.
Tel: (555) 123-4567
Email: orders@techsolutions.com