

[Your Company Letterhead or Logo]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Order Confirmation and Invoice Attached

Dear [Recipient Name],

Thank you for your recent order with **[Your Company Name]**. We are pleased to confirm that we have received and are currently processing your order. Below you will find a summary of your order details:

- **Order Number:** [Order Number]
- **Order Date:** [Order Date]
- **Products/Services Ordered:**  
[List of Products/Services with quantities and descriptions]
- **Total Amount:** [Total Amount]
- **Estimated Delivery Date:** [Delivery Date]

For your convenience, we have attached the invoice (**Invoice #/[Invoice Number]**) to this letter. Please refer to the invoice for detailed payment instructions and due dates.

If you have any questions regarding your order or require further assistance, please do not hesitate to contact our customer service team at [Phone Number] or via email at [Email Address].

We value your business and look forward to serving you again soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

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*Attachment: Invoice #/[Invoice Number].pdf*