

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Company Name]

[Customer Address Line 1]

[Customer Address Line 2]

[City, State ZIP Code]

Subject: Order Confirmation – Customized Order [Order/Reference Number]

Dear [Customer Name],

Thank you for your recent order and for choosing [Your Company Name] for your customized [product/service] needs. We are pleased to confirm receipt and acceptance of your order as detailed below:

- **Product/Service:** [Detailed description of customized item(s)]
- **Specifications/Customization Requested:** [Specifics of the customization as per customer request]
- **Quantity:** [Number of units]
- **Price:** [Agreed price or quote]
- **Estimated Completion/Delivery Date:** [Agreed delivery timeline]
- **Payment Terms:** [Payment method, schedule, and terms]
- **Shipping Method/Address:** [Shipping details, if applicable]

Please review the above details and contact us immediately if any corrections are required. Once confirmed, we will proceed with production according to your specifications.

We value your business and are committed to delivering your custom order with the highest quality and within the agreed timeframe. If you have any further questions or require assistance, please feel free to contact our team at [contact information].

Thank you again for your trust in [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address] | [Phone Number]