

Your Company Name

123 Business Road
City, State, ZIP Code
Phone: (123) 456-7890
Email: info@yourcompany.com

Date: [Insert Date]

To:

[Customer Name]
[Company Name]
[Address Line 1]
[Address Line 2]

Subject: Order Confirmation and Payment Terms

Dear [Customer Name],

We are pleased to confirm receipt of your order (Order No. [Order Number]) dated [Order Date]. We greatly appreciate your business and trust in our products/services.

Order Details:

- **Product/Service:** [Description of products/services]
- **Quantity:** [Quantity]
- **Total Amount:** \$[Total Amount]
- **Expected Delivery Date:** [Delivery Date]
- **Delivery Address:** [Delivery Address]

Payment Terms:

- Payment Method: [Bank Transfer/Credit Card/Other]
- Payment Due: [Due Date or Terms, e.g., "Within 30 days of invoice date"]
- Bank Details (if applicable):
 - Account Name: [Your Company Name]
 - Account Number: [Account Number]
 - Bank Name: [Bank Name]
 - SWIFT/BIC: [SWIFT/BIC Code]

Kindly review the order details above and notify us immediately if there are any discrepancies. Please proceed with the payment as per the terms outlined to ensure timely processing and delivery of your order.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

This is a system-generated confirmation. No signature is required.