

Date: [Insert Date]

To,  
[Buyer's Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Subject: Acceptance of Order and Confirmation of Payment Terms

Dear [Buyer's Name],

We are pleased to acknowledge receipt of your order (Order No. **[Order Number]**) dated **[Order Date]** and confirm its acceptance. We greatly appreciate your business and look forward to a successful partnership.

## Payment Terms and Conditions

- **Total Amount Due:** [Insert Total Amount]
- **Payment Method:** [e.g., Bank Transfer, Credit Card, Cheque]
- **Payment Due Date:** [Insert Due Date]
- **Installment Option:** [Yes/No; If yes, specify number and amount of installments]
- **Discount:** [Specify any early payment discount, e.g., "2% discount if paid within 10 days"]
- **Late Payment Penalty:** [e.g., "A penalty of 1.5% per month will be charged on overdue balances"]
- **Bank Details:**
  - Account Name: [Account Name]
  - Account Number: [Account Number]
  - Bank Name: [Bank Name]
  - SWIFT/IBAN: [If applicable]

Please note that timely payments are essential to ensure prompt processing and delivery of your order. By accepting this letter, you acknowledge and agree to the above payment terms and conditions.

Should you have any questions or require clarification regarding these terms, do not hesitate to contact us at [Contact Email/Phone Number].

Thank you for your valuable business. We look forward to serving you.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Details]