

Letter of Acknowledgement with Business Order Confirmation Sample

A **letter of acknowledgement with business order confirmation sample** is a formal document used by companies to confirm receipt of a customer's order and to acknowledge the details of the transaction. This letter serves as both a confirmation and a commitment, outlining the specifics of the order such as products, quantities, prices, and delivery schedules. It helps establish clear communication between the business and the customer, ensuring mutual understanding and reducing the risk of errors or disputes. Typically professional in tone, this letter reinforces trust and reliability in the business relationship.

Sample Letter

Company Name

123 Business Ave.
City, State ZIP Code
Phone: (123) 456-7890
Email: info@company.com
Date: June 7, 2024

Customer Name

Customer Company (if applicable)
Address Line 1
Address Line 2
City, State ZIP Code

Subject: Acknowledgement and Confirmation of Order

Dear [Customer Name],

We are pleased to acknowledge receipt of your purchase order (Order No: [Order Number]) dated [Order Date]. Thank you for choosing [Company Name] as your trusted supplier.

This letter serves as a confirmation of your order with the following details:

- **Product(s) Ordered:** [List of products/services]
- **Quantity:** [Quantity for each product]
- **Unit Price:** [Price per item]
- **Total Amount:** [Total order amount]
- **Expected Delivery Date:** [Delivery date]
- **Delivery Address:** [Delivery address]

Please review the above information and contact us immediately if any details are incorrect or require clarification. We are committed to processing your order promptly and ensuring timely delivery.

If you have any further questions or need additional assistance, feel free to contact us at (123) 456-7890 or by email at info@company.com.

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

Sincerely,

[Your Name]

[Title/Position]

[Company Name]