

## Sample Business Letter for Acknowledgment of Receipt of Order

[Your Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, ZIP Code]

Subject: Acknowledgment of Receipt of Order #[Order Number]

Dear [Customer Name],

We are pleased to confirm receipt of your order (Order No. **[Order Number]**), which we received on **[Date of Receipt]**. Thank you for choosing [Your Company Name] for your recent purchase.

Our team is currently processing your order, and we anticipate that it will be ready for delivery on or before **[Estimated Delivery Date]**. Should there be any changes regarding the shipping schedule or product availability, we will inform you promptly.

Please find a summary of your order below:

- Order Number: **[Order Number]**
- Order Date: **[Date of Receipt]**
- Items Ordered: **[List of Items]**
- Estimated Delivery: **[Estimated Delivery Date]**

If you have any questions or need further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

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

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