

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer's Company Name]

[Customer Address Line 1]

[Customer Address Line 2]

Dear [Customer Name],

Thank you for your continued trust in [Your Company Name]. We are always delighted to serve valued clients like you and greatly appreciate your ongoing business with us.

This letter is to confirm your recent order (Order # [Order Number]), placed on [Order Date]. The details of your purchase are as follows:

Product	Specification	Quantity	Unit Price	Total
[Product Name 1]	[Specification 1]	[Quantity 1]	[Unit Price 1]	[Total 1]
Grand Total:				[Grand Total Amount]

The expected delivery date for your order is **[Expected Delivery Date]**. We will send you a shipping notification and tracking details once your items have been dispatched.

If you have any questions or need further assistance regarding your order, please do not hesitate to contact us at [Your Contact Information].

Once again, thank you for your renewed confidence in our products and services. We look forward to serving you for many more orders to come.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]