

Confirmation of Order

[Your Company Name]
[Your Address Line 1]
[Your Address Line 2]
[Date]

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

Subject: Order Confirmation

Dear [Recipient Name],

This letter is to confirm receipt of your order [Order Number] placed on [Order Date].

The details of your order are as follows:

[Brief Description of Products/Services Ordered]

Please let us know if any corrections are needed. We appreciate your business and will notify you once your order has been shipped.

Thank you for your order.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]