Informal Purchase Order Acceptance Message

| Subject: PO [PO Number] Received |
|---|
| Hey [Recipient Name], |
| Just letting you know we got your Purchase Order [PO Number] and everything looks good. |
| We'II start processing it from [Start Date]. |
| Thanks, |

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 $\underline{https://www.lettersandtemplates.com/letters/purchase-order-acceptance-letter-format}$