

Product or Service Order Acknowledgment / Confirmation Letter

Thank you for the order you made on [date]. This is a confirmation that your order has been successfully received and is currently under process. Attached to this message is a copy of your invoice, which also includes the details of your order.

Delivery normally takes up to [duration: "one week" for example]; therefore, the items should be delivered no later than [date]. We will notify you in the event of any unexpected delay.

[Company Name] values your business and is continuously looking for ways to better satisfy their customers. Please do share with us if there is a way we can serve you better.