

Sales Confirmation Letter

Dear [Recipient's Name],

Re: Sales Confirmation - [Order Number]

I am writing to confirm the details of our recent sales transaction and to express my appreciation for your business. This letter serves as a formal confirmation of the sale between [Your Company] and [Recipient's Company].

I am pleased to confirm the following details:

1. Order Details:

- Order Number: [Order Number]
- Order Date: [Order Date]
- Products/Services: [List the products or services included in the order]
- Quantity: [Specify the quantity for each product/service]
- Unit Price: [Specify the unit price for each product/service]
- Total Amount: [Specify the total amount for the order]

2. Payment Terms:

- Payment Method: [Specify the payment method agreed upon]
- Payment Due Date: [Specify the date by which payment should be made]
- Total Amount Due: [Specify the total amount due for the order]

3. Delivery Details:

- Shipping Address: [Specify the shipping address]
- Delivery Date: [Specify the expected delivery date]
- Delivery Method: [Specify the agreed-upon delivery method]

Please review the above information and notify us immediately if there are any discrepancies or changes required. We kindly request that you provide a written acknowledgment of this sales confirmation within [specify time frame, e.g., 5 business days] to ensure that both parties are in agreement.

Should you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We value your business and look forward to serving you in the future.

Thank you for choosing [Your Company]. We appreciate your trust and confidence.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]