

Professional acceptance of purchase order

Subject: Acknowledgement and Acceptance of Purchase Order No. [PO Number]

Dear [Customer Name],

We are pleased to acknowledge receipt of your Purchase Order No. [PO Number] dated [Date].

This letter serves to confirm our acceptance of the order and commitment to deliver the requested items as specified.

We will ensure timely processing and shipment according to the agreed terms.

Thank you for your trust in our services.

Sincerely,

[Your Name / Company Name]

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