Temporary acknowledgment pending confirmation

Subject: Provisional Acceptance of Your Purchase Order

Hi [Customer Name],

Thank you for placing your order with us.

We have received your Purchase Order No. [PO Number] and are reviewing the specifications.

This email confirms provisional acceptance, and we will revert with the final confirmation shortly.

Regards,

[Your Name / Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/acknowledgement-and-acceptance-of-purchase-order-to-o-customer