

Formal acceptance with delivery details

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

Dear [Customer Name],

We gratefully acknowledge your Purchase Order No. [PO Number] received on [Date].

We confirm acceptance of the order under the terms specified.

The delivery schedule is as follows:

- Item [1]: [Delivery Date]
- Item [2]: [Delivery Date]
- [Additional Items]

Should there be any adjustments required, we will notify you promptly.

Sincerely,

[Your Name / Company Name]

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