

Acknowledgment including terms and conditions

Subject: Confirmation of Purchase Order Acceptance

Dear [Customer Name],

This letter serves as official acknowledgment and acceptance of your Purchase Order No. [PO Number].

We confirm all items, quantities, and pricing are in accordance with the terms agreed upon.

Your order will be processed promptly, and delivery will adhere strictly to the agreed schedule.

Thank you for your continued partnership.

Regards,

[Your Name / Company Name]

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