

Short and concise purchase order acceptance

Subject: Purchase Order Acknowledgment

Hi [Customer Name],

We acknowledge receipt and acceptance of your Purchase Order No. [PO Number].

Processing will begin immediately, and you will receive updates on shipment shortly.

Thanks,

[Your Name / Company Name]

Get more templates here:

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