

Acknowledgement Letter Sample For Business - Order

Acknowledgment

Dear [Recipient],

Thank you for your order.

This [letter/email] is to acknowledge the receiving of your order and to inform you that it's now under process.

Enclosed with this message is a copy of your invoice. Please expect the delivery in [duration: "one week" for example].

Very rarely, delays happen. In such unfortunate events, we will make sure to notify you ahead of time.

Please feel free to contact us at anytime if you have any questions.

Regards