

Order confirmation for business transaction

Subject: Confirmation of Order # [Order Number]

Dear [Client Name],

Thank you for your recent order with [Company Name]. We are pleased to confirm receipt of your order #[Order Number] placed on [Order Date].

The order includes [list of items or services], with delivery scheduled for [Delivery Date]. The total amount payable is [Amount], as per the invoice attached. Kindly ensure that payment is processed before the due date.

We appreciate your trust in our company and look forward to serving you again.

Sincerely,

[Your Name]

[Position]

[Company Name]

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