

Order Confirmation Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Dear [Customer's Name],

We are pleased to confirm your recent order of [Product/Service Name]. Your order has been successfully processed, and the order details are as follows:

- Order Number: [Order Number]
- Order Date: [Order Date]
- Estimated Delivery Date: [Estimated Delivery Date]

If you have any questions about your order or need to make any changes, please contact our customer support team at [Customer Support Email/Phone Number].

Thank you for choosing [Company Name], and we hope you enjoy your [Product/Service]!

Best regards,

[Your Name]