

# Personalized or customized item order

Subject: Custom Order Request - Personalized Products

Dear Custom Design Team,

I would like to place an order for custom-made products with specific personalization requirements. Please review the details below and confirm feasibility.

Custom Specifications:

- Base Product: [Product Type]
- Customization Details: [Colors, text, design elements]
- Special Requirements: [Materials, dimensions, features]
- Quantity: [Number] pieces

Design Preferences:

- Style: [Modern/Classic/Minimalist/etc.]
- Colors: [Specific color codes if available]
- Text/Engraving: "[Exact text]"
- Font Style: [If applicable]

Timeline:

- Order Placement: [Date]
- Required Completion: [Date]
- Buffer Time Acceptable: [Yes/No]

I understand custom orders require additional time and may have different pricing. Please provide:

- Detailed quote including customization fees
- Estimated production timeline
- Proof/sample approval process
- Revision policy and associated costs

I'm excited to work with your team on this special project and look forward to seeing the design mockups.

Warm regards,

[Your Name]

[Contact Information]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/placing-order-letter-sample>