

Purchase Order Acceptance Letter

[Your Name]

[Your Address]

[Your Contact Information]

[Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We acknowledge the receipt of your purchase order number [123456]. We are pleased to accept your order and look forward to doing business with you.

As per the terms outlined in our quote, delivery is from four to six weeks from the date of the order.

Additionally, 50% of the purchase amount is due at the time of order as you already know. Our bank account details are listed at the end of this letter. You may also get in touch with our accounting department for any financial issues.

Should you have any queries regarding your order, please call our customer support number or get in touch with me directly.

Thank you again for your order and business.

Sincerely,