Purchase Order Acceptance Letter

[Your Name]

[Your Address]

[Your Contact Information]

[Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter is to confirm our acceptance of purchase order number [123456] which we received on [15 July 2015]. We are truly excited to do business with you and thank you for putting your trust in our products and services.

Your order has been placed and delivery is expected on [20 September 2015]. Should you have any queries regarding your order, please call our customer support number or get in touch with me directly.

Looking forward to a long and successful partnership.

Sincerely,

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