

Purchase Order Acceptance Letter

[Your Name]

[Your Address]

[Your Contact Information]

[Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

Thank you very much for your purchase order number [123456]. Your order will be processed once the 50% advance payment has been deposited in our bank account listed at the end of this letter. For alternative payment methods, please get in touch with [Mr. John, 001 25871] from the accounting team.

Once the advance payment has been made, delivery takes approximately six weeks. If you have any questions regarding your order, please contact our customer support or get in touch with me directly.

It is truly a pleasure doing business with you. We hope to extend our cooperation for years to come.

Sincerely,