Formal Purchase Order Acceptance Letter

Subject: Acceptance of Purchase Order [PO Number]

Dear [Recipient Name],

We are pleased to acknowledge the receipt of your Purchase Order [PO Number] dated [PO Date].

We hereby accept the order and confirm that we will deliver the requested items/services as per the agreed terms.

The delivery schedule will commence from [Start Date] and is expected to be completed by [End Date]. We assure you of our commitment to maintain quality and meet all specified requirements.

Thank you for your trust in our company. Please acknowledge this acceptance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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