

Purchase Order Acknowledgement Letter

Dear [Supplier],

I am writing to acknowledge receipt of your purchase order [PO Number]. We appreciate your prompt response and attention to detail in fulfilling our order for [Product/Service].

We are pleased to confirm that the order has been received and is currently being processed. Our team is working diligently to ensure that the order is fulfilled in a timely and efficient manner. Please be assured that we will keep you updated on the status of the order throughout the process.

We would also like to take this opportunity to thank you for your continued support and look forward to a long and mutually beneficial business relationship.

Thank you again for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]