

Purchase Order Acknowledgement

Dear [Buyer Name],

This is to acknowledge that we received your purchase order number [123456] dated [15 July 2015].

[As per the agreed terms, an advance payment of \$1500 is due upon placing your order. Our bank account details are listed at the end of this letter. You may also issue a cheque payable to XYZ Industries. For alternative payment methods or help in the financial transactions, please contact our accounting department. Your order will be confirmed once the advance payment has been made.]

Delivery takes from four to six weeks from the order date. While we do our best to deliver on or before the scheduled date, sometimes unexpected delays happen. We will keep you informed on the status of your shipment. You may also communicate with our customer service or directly with me if you have any questions.

Thank you for your order. It has been a pleasure doing business with you.

Sincerely,