

Formal Confirmation Letter

Dear [Customer Name],

We are pleased to confirm your purchase of [Product/Service] on [Date]. Your order number is [Order Number]. The shipment is scheduled for [Delivery Date], and all details are as per the agreed terms.

Thank you for your business. Should you have any questions, feel free to contact our sales team.

Sincerely,

[Your Name]

[Position]

[Company Name]

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