

Detailed Letter

Dear [Customer Name],

We are writing to formally confirm your order of [Product/Service] placed on [Order Date]. The order includes [List of Items/Services], with a total cost of [Amount]. Payment has been received/terms as per [Payment Terms]. Delivery will be made to [Address] on [Delivery Date].

Please review the details and contact us immediately if there are any discrepancies. Thank you for your trust in our company.

Sincerely,

[Your Name]

[Position]

[Company Name]

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