

Official response to government agency orders

Subject: Formal Acknowledgment of Government Purchase Order #[Order Number]

Dear [Agency Representative/Contracting Officer],

[Company Name] formally acknowledges receipt of Purchase Order #[Order Number] dated [Date] from [Government Agency Name]. We express our sincere appreciation for the opportunity to serve [specific agency/department] and contribute to [mission/purpose].

This order for [detailed description of goods/services] has been reviewed against all specifications, terms, and conditions outlined in the solicitation. We confirm our full compliance with all federal requirements, including but not limited to delivery schedules, quality standards, and regulatory compliance.

Our certified project manager, [Name], who holds [relevant security clearance if applicable], has been assigned to oversee this contract. All deliverables will adhere to the established timeline, with milestone reports submitted according to the prescribed schedule.

We understand the critical nature of government operations and pledge our unwavering commitment to supporting [agency mission]. Our team is honored to serve the public interest through this partnership.

Documentation confirming order acceptance and compliance certifications will be submitted through the appropriate procurement channels within [specified timeframe].

Respectfully submitted,

[Your Full Name]

[Title]

[Company Name]

[Federal Tax ID]

[Cage Code if applicable]

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