**[Date]**

**[Sender's Name]**

[Sender's Address]

[Sender's Phone Number]

[Sender's Email Address]

**[Recipient's Name]**

[Recipient's Address]

[Recipient's Phone Number]

[Recipient's Email Address]

**Dear [Recipient's Name],**

We are confirming receipt of your order **(Reference/Order Number: [Order Number])**. We are glad to notify you that your order for the following items/services has been received:

* **[Item/Service Name]**
* **Quantity: [Quantity]**
* **Price: [Price]**

We will swiftly execute your purchase and mail it to you on **[Estimated Delivery Date].** Once the purchase has been sent, you will receive an email with a tracking number.

We appreciate your business and promise to try our best to supply you with high-quality products and services.

Please let us know if there is anything else we can do to help you. Our payment conditions are **[Payment Terms]**, and we have a **[Return Policy]**.

We value your business and look forward to the prospect of future collaboration.

Sincerely,

**[Sender's Name]**

**[Sender's Sign]**