

**\*\*Template 1: Basic Routing Request\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a wood routing service for my project. Below are the details:

- **\*\*Project Description:\*\*** [Brief description of the project]
- **\*\*Wood Type:\*\*** [Type of wood to be routed]
- **\*\*Routing Specifications:\*\*** [Details of the routing dimensions and design]
- **\*\*Timeline:\*\*** [Expected completion date]

Please let me know your availability and any additional information required.

Thank you for your attention.

Sincerely,

[Your Name]

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**\*\*Template 2: Confirmation of Wood Routing Order\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I would like to confirm my order for the wood routing service as discussed. Here are the specifics:

- **\*\*Order Confirmation Number:\*\*** [Your order number]
- **\*\*Wood Type:\*\*** [Type of wood]
- **\*\*Routing Specifications:\*\*** [Details]
- **\*\*Total Cost:\*\*** [Total amount agreed upon]

Please let me know if you require any further details or adjustments.

Thank you for your assistance.

Best regards,

[Your Name]

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**\*\*Template 3: Project Completion Acknowledgment\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the completion of the wood routing services for my project. I appreciate your professionalism and craftsmanship. The details are as follows:

- **\*\*Project Description:\*\*** [Project details]
- **\*\*Routing Date:\*\*** [Date of completion]
- **\*\*Overall Satisfaction:\*\*** [Your feedback on the service]

Thank you once again for your excellent work. I look forward to working with you in the future.

Warm regards,

[Your Name]