

[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 confirm my order for the JBL speaker placed on [Order Date]. Below are the details of my order:

- \*\*Product Name:\*\* JBL [Model Name]
- \*\*Order Number:\*\* [Order Number]
- \*\*Quantity:\*\* [Number of Units]
- \*\*Total Cost:\*\* [Total Price]
- \*\*Shipping Address:\*\* [Your Shipping Address]

Please let me know if you require any further information or if there are updates regarding the shipping schedule.

Thank you for your assistance.

Sincerely,  
[Your Name]