

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the purchase of an LG refrigerator, model [Model Number], which was completed on [Purchase Date]. The transaction was carried out at [Store Name/Website], and I received a confirmation of my order number [Order Number].

The details of the purchase are as follows:

- ****Product****: LG Refrigerator
- ****Model Number****: [Model Number]
- ****Purchase Date****: [Purchase Date]
- ****Receipt/Invoice Number****: [Receipt/Invoice Number]

I appreciate the assistance provided by your team during this transaction and look forward to receiving my refrigerator as scheduled on [Expected Delivery Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]