

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm the purchase of [Product Name] that I made on [Purchase Date]. Below are the details of the transaction:

- ****Order Number****: [Order Number]
- ****Product Description****: [Brief Description of the Product]
- ****Quantity****: [Number of Items Ordered]
- ****Total Price****: [Amount Paid]
- ****Payment Method****: [Credit Card/PayPal/etc.]

I appreciate the prompt confirmation of my order and look forward to receiving the product within the estimated delivery timeframe. If there are any issues or additional information needed regarding my order, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]