

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of PVC Card Order

Thank you for your order with [Your Company Name]. We are pleased to confirm your request for PVC cards as follows:

****Order Details:****

- Card Type: [Type of PVC Card]
- Quantity: [Number of Cards]
- Design Specifications: [Details of the Design]
- Delivery Date: [Expected Delivery Date]

Your order is currently being processed, and we will notify you once it is shipped. If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]