

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Order Confirmation - Order No. [Order Number]

We are pleased to confirm your order placed on [Order Date]. Below are the details of your order:

**\*\*Order Details:\*\***

- Product Name: [Product Name]

- Quantity: [Quantity]

- Price: [Price]

- Total Amount: [Total Amount]

**\*\*Shipping Information:\*\***

- Shipping Address: [Shipping Address]

- Shipping Method: [Shipping Method]

- Estimated Delivery Date: [Delivery Date]

Thank you for choosing [Your Company Name]. We appreciate your business and look forward to serving you again.

If you have any questions, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]