

Order Acknowledgment Letter

This package contains:

1. Instructions & Checklist for Order Acknowledgment Letter
2. Order Acknowledgment Letter

Instructions & Checklist for Order Acknowledgment Letter

- This package contains (1) Instructions & Checklist for Order Acknowledgment Letter; and (2) Order Acknowledgment Letter;

- This form is designed to assist you in drafting a letter acknowledging and confirming a customer order.

- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 19, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

We wanted to let you know that we received your order number [Order Number], in the amount of \$[Amount], as described in the attached copy of the order. Your order will be shipped approximately in [number of days or weeks] [days/weeks].

If you have any questions about your order or need any other assistance, please do not hesitate to contact us at by phone or email. One of our representatives will be more than happy to assist you. Please be sure to have your order number available when calling and to include it in any correspondence to us.

Thank you for doing business with us, we appreciate it.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure