To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Confirmation Letter for the Delivered Order**

Dear Sir/Madam,

I am writing this letter so as to confirm that my order for the product, [mention product name and other details] has been delivered to. The order was delivered to me yesterday and it was completely fine. The product and all of its accessories were genuine and were of the same quality as shown on your company’s website.

I want to thank you to deliver the product on time. I will be looking forward for more purchases in the future.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]