To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Order Confirmation Letter**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that your order for the product [name of the product] that you placed on [mention date] through your order letter is confirmed. It will be delivered to you as per our terms and agreement.

Let me repeat that your original order included:

[mention the details of the order]

For further queries and details, feel free to contact me.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]