[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to Order Confirmation**

Dear Sir/Madam,

I am writing this letter to inform you that your order of [mention product name] has been successfully confirmed on [mention date]. Your order ID is [mention order ID]. The order is still being processed and will be shipped at your given address within [mention number of days] working days.

Once the process is finished, you will receive the second letter informing about the shipping. We try to provide quality services to our customers and try to deliver the order as early as possible. You can track your order by entering the aforementioned ID by visiting this link [mention website link where order can be tracked].

For further details, feel free to contact through the given below details.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]