To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Order Acceptance Letter with Delivery in Lots**

Dear Sir/Madam,

This is to inform you that we acknowledge and accept your order number [mention order number] as received by us on [mention date]. The [mention Product Name] that you ordered will be delivered to you by [mention mode of delivery] in the following lots:

[mention the Details of Lots and Schedule of Delivery]

We request you to make the payment on receiving each lot.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]