To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Purchase Order Acceptance Letter**

Dear Sir/Madam,

This is to confirm our official acceptance of purchase order number [mention purchase order number] which we received on [mention date]. We would like to thank you for your trust in our products and services and it will be a pleasure doing business with you.

Your order has been placed and the delivery is expected to be made on [mention date of delivery]. If you have further queries, feel free to contact us on the given below details.

Best Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]