To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Acknowledgement of Receipt of Order**

Dear Sir/Madam,

This is to verify and acknowledge that your order for 1 unit of [mention Product Name] has been received. Your order is now being processed and will be confirmed within 24 hours. The product will be delivered to your doorstep within 2 to 3 working days. We will keep you updated regarding the processing of your order.

Please find attached to this letter the copy of the receipt of your order. If you have any queries, feel free to contact us any time during business hours.

Thanks a lot!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]