

# LETTERHEAD

[Date]

Order No. \_\_\_\_\_

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

**SUBJECT: ACKNOWLEDGMENT AND ACCEPTANCE OF ORDER**

Dear Sir,

This is to confirm that we are in receipt of your order as enumerated in the attached Purchase Order. We hereby confirm the acceptance of your order, subject to the following conditions:

- 1.
- 2.
- 3.

If any objections/observations are not communicated to us within \_\_\_\_\_ days of this letter, we shall assume that the conditions specified above are agreed upon by you.

We thank you for putting your trust in us, and for providing us with an opportunity to serve you.

Sincerely,

[Sender's Name]

[Sender's Designation]