

Order Received Letter

Acme Corporation

789 Business Park

Gotham City, NY 10001

customer.service@acmecorp.com

(555) 987-6543

July 9, 2024

John Doe

123 Maple Street

Metropolis, NY 10002

Subject: Confirmation of Order Receipt

Dear John Doe,

We are pleased to inform you that we have received your order placed on July 7, 2024. We greatly appreciate your trust in our products and services. Below are the details of your order for your reference:

Item Description	Quantity	Unit Price	Total Price
Office Chair	2	\$150.00	\$300.00
Desk Lamp	3	\$25.00	\$75.00
Filing Cabinet	1	\$200.00	\$200.00
Monitor Stand	2	\$30.00	\$60.00

Total Amount: \$635.00

Your order is currently being processed and will be dispatched to your address at 123 Maple Street, Metropolis, NY 10002 by July 15, 2024. We will notify you once your order has been shipped and provide you with tracking information.

If you have any questions or need further assistance regarding your order, please do not hesitate to contact us at (555) 987-6543 or customer.service@acmecorp.com. We are always here to help.

Thank you for choosing Acme Corporation. We look forward to serving you again in the future.

Sincerely,

Jane Smith

Customer Service Manager
Acme Corporation