[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: ACKNOWLEDGMENT AND ACCEPTANCE OF ORDER**

Dear [CONTACT NAME],

This letter is to acknowledge our receipt of your order [NUMBER]as enclosed in the attached purchase order [NUMBER] form.

We hereby confirm acceptance on the mentioned order subject only to the following exceptions:

[DESCRIBE EXCEPTIONS]

On the exceptions described above, we will assume that you agree to same unless you communicate with us within [NUMBER] days of receipt of this notice to discuss any objections that you may have.

Thank you for entrusting [COMPANY] to supply your requirements.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]