[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: YOUR ORDER HAS REACHED US**

Dear [CONTACT NAME],

Thank you for your order of [SPECIFY]. I am sure you will be satisfied with the quality of the products you have ordered. We pride ourselves on the highest standard that sets our company apart from the competition.

As we discussed, I will be dispatching[NUMBER AND DESCRIPTION OF PRODUCTS] to be delivered by [DATE]. I will be contacting you the week of [DATE] to determine if additional quantities are needed.

If you need to place an order before then, please call me at the number below.

Thank you again.

Kind Regards

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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