**Order confirmation letter template**

(insert the receipt name)

(insert the receipt’s address)

(insert the date)

Dear Sir./Madam,

Thank you for choosing (insert the company’s name). We are writing you to confirm that your order has been registered and we make everything that your items reach their destination to you as soon as possible, somewhere between (insert the interval).

Your order having the number (insert the order’s number) includes (insert the items purchased and their quantities).

We also want to inform you that your order confirms (insert the order’s value) which have been automatically deducted from your bank account at the hour of placing the order.

Thank you again for buying from us and we would be delighted to serve you in the future.

Yours faithfully.

(insert the name of the employee in charge)