

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Confirmation of your [name of product or service] order

[Salutation]

Thank you for your [date of order] order for the following:

- [Describe each item separately.]
- [Add price quotes appropriately.]
- [Be as detailed as necessary to make sure both you and the customer/client can check that the order is accurate.]
- [Remember that you might need to refer to this letter later, especially if there is a dispute about the order.]

Please check that I have recorded your order correctly. If I have made any errors or if you require changes, please call me at [your phone number] as soon as possible.

If the order is correct, please confirm it by phone or in writing by [deadline date]. I will check with you [date soon after the deadline] if I don't hear from you by then. Provided everything is in order, I should have your [briefly describe the entire order] ready by [delivery date].

Thank you for your business. I will speak to you soon.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]