

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acceptance of Order

Dear :

We received your order for 49 pairs of sunglasses on Date. This order has been processed and should be shipped to you on Date. You should receive your order within 10-14 business days.

Thank you for your order. I am sure that you will be more than satisfied by the quality our product. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E