[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: ACCEPTANCE OF ORDER WITH DELIVERY IN LOTS**

Dear [CONTACT NAME],

This letter is to acknowledge acceptance of your order [ORDER NUMBER] dated [DATE OF ORDER] regarding the delivery of [PRODUCTS]. The goods will be shipped to you in the following lots:

[SPECIFY LOTS AND DELIVERY SCHEDULE].

We request that payment is made on your receipt of each lot.

We value your business and we will endeavour to do whatever possible to meet your needs. Do not hesitate to let us know if there is anything more that we can do.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]