[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: SHIPMENT SCHEDULE ACKNOWLEDGMENT OF PURCHASE ORDER**

Dear [CONTACT NAME],

We accept and thank you for your Purchase Order number [NUMBER], dated [DATE] for the following described merchandise:

[DESCRIPTION]

We plan to have your order ready to ship on [DATE OF SHIPMENT] via [METHOD OF SHIPMENT]. It should then be reasonable to expect receipt of your order not later than [DATE]. Should we experience any delays in processing or shipping your order, you will be notified immediately.

Once again, thank you for your order. As always, we look forward to the next opportunity to be of assistance. Please do not hesitate to call upon us any time.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]