TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Confirmation of order Letter

Dear Sir.

We thank you for your order, No. p-3-7 dated September l, 20XX for various paints. The order is in the process of execution, and it will be dispatched on 8th September, by our Motor van. We have taken special care for the quality and packing of the paints, and we hope that you will find them highly satisfactory.

We thank you again for your kind offer of the paints and hope that you -will extend your similar co-operation in the future.

With best regards

Yours faithfully

A K Rahman

Sales Manager

National paints co. Ltd