

Email Order Confirmation

Template PDF

Subject: Order Confirmation - [Order Number]

Dear [Customer's Name],

Thank you for your order! This email confirms your purchase with [Company Name].

Below are the order details:

Order Summary

- **Order Number:** _____
- **Order Date:** _____
- **Estimated Delivery Date:** _____
- **Payment Status:** Paid Pending COD

Shipping Details

Recipient Name: _____

Shipping Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Order Breakdown

Product Name	Item Code	Qty	Unit Price	Total
			\$ _____	\$ _____
			\$ _____	\$ _____

			\$ _____	\$ _____
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Subtotal: \$ _____

Tax: \$ _____

Shipping Fee: \$ _____

Total Amount: \$ _____

Tracking Information

Tracking Number: _____

Shipping Carrier: UPS FedEx DHL Other: _____

Important Notes

- If you need any modifications or have questions, please contact us at [Support Email] or call us at [Phone Number].
- Orders cannot be modified once shipped.

We appreciate your business and look forward to serving you again!

Best regards,

[Your Company Name]

[Company Contact Information]