

Letter to Confirm Verbal Order

Sender

Date

Receiving

Dear _____:

1. I am writing to confirm your agreement with the [date] verbal order for [product].
2. I have attached an invoice for your reference.
3. We are in the process of fulfilling your order, and will ship to you as planned unless we receive a written objection within five days of your receipt of this letter.

Thank you very much for your business.

Sincerely,
