

## Order Acceptance

**HMS, Inc.**

**1111 East Street - Hometown, USA**

**(111) 555-1111**

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[ Date]

[ AddresseeXX  
XXXXXXXXXXXX  
Theirtown, USA]

To: [ purchaser]

We are in receipt of your purchase order # \_\_\_\_\_. This confirms that your order is accepted with the following exceptions:

[ Items would be listed that are out of stock, back-ordered, no longer available, with possible substitutions or notations of cancellation.]

[ Service modifications could also be listed.]

Unless we receive written notice from you within \_\_\_\_\_ days, we will fill the order subject to the exceptions listed above.

Your business is truly appreciated.

Thank you,

H.M. Smith