

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Contact Name],

Subject: Purchase Order for Equipment

We are pleased to place an order with [Vendor's Company Name] for the following equipment:

1. \*\*Item Description:\*\* [Description of Equipment]

  \*\*Quantity:\*\* [Number of Units]

  \*\*Unit Price:\*\* [Price per Unit]

  \*\*Total Price:\*\* [Total Price]

2. \*\*Item Description:\*\* [Description of Equipment]

  \*\*Quantity:\*\* [Number of Units]

  \*\*Unit Price:\*\* [Price per Unit]

  \*\*Total Price:\*\* [Total Price]

\*\*Subtotal:\*\* [Subtotal Amount]

\*\*Shipping Charges:\*\* [Shipping Amount]

\*\*Total Amount:\*\* [Total Amount]

Please confirm the delivery timeframe and provide us with an estimated shipping date. Payment will be processed upon receipt of the equipment and after ensuring they meet our specified requirements.

We look forward to your prompt confirmation of this order.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]