

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

Subject: Equipment Purchase Order

We hope this message finds you well.

We are writing to formally place an order for the following equipment:

1. [Equipment Name/Model] - [Quantity]

2. [Equipment Name/Model] - [Quantity]

3. [Equipment Name/Model] - [Quantity]

Please provide us with the total cost, including any applicable taxes, shipping fees, and estimated delivery date. We would appreciate it if you could confirm this order by [Date].

If you need any further information to process our order, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]