

Sure! Below is a template example for a Purchase Letter in India.

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

[Seller's Name]  
[Seller's Address]  
[City, State, Zip Code]  
Subject: Purchase Letter

Dear [Seller's Name],

I am writing to formally confirm my intent to purchase the following items:

1. **\*\*Item Name:\*\*** [Item Description]  
  **\*\*Quantity:\*\*** [Quantity]  
  **\*\*Price per Unit:\*\*** [Price]
  2. **\*\*Item Name:\*\*** [Item Description]  
  **\*\*Quantity:\*\*** [Quantity]  
  **\*\*Price per Unit:\*\*** [Price]
- \*\*Total Amount:\*\*** [Total Price]

As per our previous discussions, I agree to the terms of sale as follows:

- Payment Method: [Cash/Cheque/Online Transfer]
- Delivery Date: [Specify Date]
- Delivery Address: [Your Address]

Please provide a proforma invoice for my records and confirm the availability of the items.

Thank you for your assistance. I look forward to finalizing this purchase.

Sincerely,

[Your Signature]  
[Your Printed Name]

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You can convert this template to a PDF format using any PDF conversion tool or software.