

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Purchase Order [#Order Number]

We hereby wish to place an order for the following items as per our agreement:

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

**\*\*Quantity\*\***: [Quantity]

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

**\*\*Total Price\*\***: [Total Cost]

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

**\*\*Quantity\*\***: [Quantity]

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

**\*\*Total Price\*\***: [Total Cost]

[Add additional items as necessary]

**\*\*Payment Terms\*\***: [Specify payment terms]

**\*\*Delivery Date\*\***: [Specify delivery date]

**\*\*Delivery Address\*\***: [Specify delivery address]

Please confirm the receipt of this purchase order and advise if you can meet the specified terms. We appreciate your prompt attention to this order.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]