

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order # [Order Number]

We are pleased to place an order with your company for the following items:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Qty]	[Price]	[Total]
[Item 2 Description]	[Qty]	[Price]	[Total]
[Item 3 Description]	[Qty]	[Price]	[Total]
**Subtotal**		[Subtotal]	
**Tax**		[Tax]	
**Total Amount Due**		[Total Due]	

Please confirm the receipt of this purchase order and the expected delivery date. We would appreciate your prompt attention to this order and kindly request that you notify us of any potential delays.

Please ship the items to the following address:

[Shipping Address]

[City, State, Zip Code]

Payment Terms: [Payment Terms]

Delivery Dates: [Expected Delivery Date]

Thank you for your cooperation. We look forward to your swift confirmation and the timely delivery of the items.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]