

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Purchase Order [#Order Number]

Dear [Supplier's Contact Name],

We are pleased to place a purchase order for the following items:

1. [Item Description] - [Quantity] - [Unit Price]

2. [Item Description] - [Quantity] - [Unit Price]

3. [Item Description] - [Quantity] - [Unit Price]

Total Amount: [Total Price]

Please confirm receipt of this order and the estimated delivery date.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]