

[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 Job Title]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order # [Order Number]

I hope this message finds you well.

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

Item Description	Quantity	Unit Price	Total Price
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[Item 1]	[Qty 1]	[Price 1]	[Total 1]
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[Item 2]	[Qty 2]	[Price 2]	[Total 2]
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[Item 3]	[Qty 3]	[Price 3]	[Total 3]
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Subtotal		[Subtotal]	
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Tax		[Tax Amount]	
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Total Amount		[Total]	
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Please confirm the order and provide an estimated delivery date. We request that all items be shipped to the following address:

[Shipping Address]

[City, State, Zip Code]

If you have any questions or require further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this order.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]