

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Approval of Purchase Order [#Order Number]

We are pleased to inform you that we have reviewed and approved your purchase order numbered [#Order Number], dated [Order Date]. We appreciate your prompt attention to our requirements and are looking forward to receiving the goods/services outlined in the order.

Please proceed with the fulfillment of the order as per the agreed terms and conditions. Should you have any questions or need further assistance, feel free to reach out to us.

Thank you for your cooperation. We look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]