

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order Confirmation

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

1. Item Description: [Description]

Quantity: [Quantity]

Unit Price: [Price]

Total: [Total]

2. Item Description: [Description]

Quantity: [Quantity]

Unit Price: [Price]

Total: [Total]

[Continue with additional items as necessary]

Total Order Amount: [Total Amount]

Please confirm receipt of this purchase order and provide us with an estimated delivery date. We look forward to your prompt response and continuing our valued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]