

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Purchase Order Confirmation - PO #[PO Number]

We are writing to confirm the details of our purchase order placed on [Order Date]. Below are the details of the order:

**\*\*Order Details:\*\***

- Product/Service Description: [Description]

- Quantity: [Quantity]

- Unit Price: [Unit Price]

- Total Amount: [Total Amount]

- Delivery Date: [Expected Delivery Date]

- Shipping Address: [Shipping Address]

Please review the details above and confirm that you can fulfill this order as specified. If there are any discrepancies or issues, please contact us immediately.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]