

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Purchase Order Request

We would like to request 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]

Total Amount: [Total Amount]

Please confirm the availability of these items and provide an estimated delivery date. We appreciate your prompt attention to this request and look forward to continuing our business relationship.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]