

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Purchase Order for [Product/Service Name]

We are pleased to place an order with [Supplier's Name] for the following products/services:

****Order Details:****

- Item Description: [Product/Service Name]

- Quantity: [Number]

- Unit Price: [Price]

- Total Cost: [Total Price]

- Delivery Date: [Requested Delivery Date]

Please confirm receipt of this purchase order and your ability to fulfill it by [Date]. If you have any questions, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this order. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]