

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Purchase Order [#PO Number]

We are pleased to place an order for the following items:

1. Item Description: [Description of Item 1]

Quantity: [Quantity]

Unit Price: [Price per Unit]

Total: [Total Amount]

2. Item Description: [Description of Item 2]

Quantity: [Quantity]

Unit Price: [Price per Unit]

Total: [Total Amount]

[Continue list as necessary]

Total Amount Due: [Grand Total]

Please confirm receipt of this purchase order and the expected delivery date.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]