

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Contact Person]

[Supplier's Company Address]

[City, State, Zip Code]

Subject: Purchase Order [#Order Number]

Dear [Supplier's Contact Person],

We are pleased to place a purchase order with your company as detailed below:

****Purchase Order Details****

- ****Order Number:**** [Order Number]

- ****Order Date:**** [Order Date]

- ****Delivery Date:**** [Expected Delivery Date]

****Items Ordered:****

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Qty]	[Price]	[Total]
[Item 2 Description]	[Qty]	[Price]	[Total]
...

****Order Total:**** [Total Amount]

****Payment Terms:**** [Payment Terms]

****Shipping Method:**** [Shipping Method]

****Billing Address:**** [Billing Address]

Please confirm the receipt of this purchase order and let us know if you need any further information.

Thank you for your attention to this order.

Best Regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]