

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order - [Purchase Order Number]

We are pleased to issue this purchase order for the following items:

**\*\*Item Description\*\* | \*\*Quantity\*\* | \*\*Unit Price\*\* | \*\*Total Price\*\***

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[Item 1 Description] | [Quantity] | [Unit Price] | [Total Price]

[Item 2 Description] | [Quantity] | [Unit Price] | [Total Price]

[Item 3 Description] | [Quantity] | [Unit Price] | [Total Price]

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

Please confirm receipt of this purchase order and your acceptance of the terms. The expected delivery date is [Delivery Date], and the items should be shipped to the following address:

[Delivery Address]

Thank you for your prompt attention to this order. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]