

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

Subject: Purchase Order Request

We would like to place a purchase order for the following items:

1. **\*\*Item Description\*\***: [Description of the item]

**\*\*Quantity\*\***: [Number of units]

**\*\*Unit Price\*\***: [Price per unit]

**\*\*Total Price\*\***: [Total price for the item]

2. **\*\*Item Description\*\***: [Description of the item]

**\*\*Quantity\*\***: [Number of units]

**\*\*Unit Price\*\***: [Price per unit]

**\*\*Total Price\*\***: [Total price for the item]

[Add more items as needed]

**\*\*Order Total\*\***: [Total amount of the order]

Please deliver the above items to the following address:

[Delivery Address]

[City, State, Zip Code]

We would appreciate it if you could confirm the receipt of this purchase order and the expected delivery date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]