

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Purchase Request

I hope this message finds you well. We would like to formally request the following items from your company:

- Item Description: [Description]

Quantity: [Number]

Unit Price: [Price]

Total Cost: [Total]

- Item Description: [Description]

Quantity: [Number]

Unit Price: [Price]

Total Cost: [Total]

Please confirm availability and provide us with an estimated delivery date. We appreciate your prompt attention to this request and look forward to your response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]