

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Purchase Order for Goods

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

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Qty 1]	[Price 1]	[Total 1]
[Item 2 Description]	[Qty 2]	[Price 2]	[Total 2]
[Item 3 Description]	[Qty 3]	[Price 3]	[Total 3]

Total Amount: [Total Amount]

We request that you confirm the availability of these items and provide us with an estimated delivery date. Please send the invoice to us at your earliest convenience.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]