

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Purchase Order for [Product Name/Description]

I hope this letter finds you well. I am writing to formally place an order for [specify the product or products] as discussed.

Order Details:

- Product Name: [Insert Product Name]
- Quantity: [Insert Quantity]
- Price: [Insert Unit Price]
- Total Amount: [Insert Total Amount]
- Delivery Date: [Insert Required Delivery Date]

Please confirm the availability of the products and the expected shipping time. Additionally, kindly provide the invoice and payment instructions at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]