

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Procurement Order for Goods

We are pleased to inform you that we would like to place an order for the following goods:

1. **\*\*Item Description\*\***: [Insert description of the goods]

**\*\*Quantity\*\***: [Insert quantity]

**\*\*Unit Price\*\***: [Insert unit price]

**\*\*Total Price\*\***: [Insert total price]

2. **\*\*Item Description\*\***: [Insert description of the goods]

**\*\*Quantity\*\***: [Insert quantity]

**\*\*Unit Price\*\***: [Insert unit price]

**\*\*Total Price\*\***: [Insert total price]

**\*\*Total Order Amount\*\***: [Insert total amount]

Please confirm the availability of the listed items and provide an estimated delivery date. We request that the goods be delivered to the following address:

[Delivery Address]

[City, State, Zip Code]

We appreciate your prompt attention to this order and look forward to your confirmation.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]