

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

Dear [Recipient Name],

Subject: Purchase Order for Goods

I hope this message finds you well. We are writing to formally place an order for the following goods:

- Item Description: [Description]
- Quantity: [Quantity]
- Unit Price: [Price]
- Total Amount: [Total]

Please confirm the availability of the items and the anticipated delivery date. We require the goods to be delivered to our shipping address at [Shipping Address] by [Delivery Date].

In addition, please include any applicable taxes and shipping fees in your invoice.

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

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]