

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order [#PO Number]

We are pleased to place a purchase order with [Vendor's Company Name] for the following items:

Item Description	Quantity	Unit Price	Total Price
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[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]

Please confirm receipt of this purchase order and provide an estimated delivery date. We look forward to your prompt service.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]