

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Procurement of Items

Dear [Supplier's Name],

We are pleased to inform you that we would like to proceed with the procurement of the items listed below:

1. Item Description: [Description of Item 1]

Quantity: [Quantity]

Unit Price: [Unit Price]

Total Price: [Total Price]

2. Item Description: [Description of Item 2]

Quantity: [Quantity]

Unit Price: [Unit Price]

Total Price: [Total Price]

3. Item Description: [Description of Item 3]

Quantity: [Quantity]

Unit Price: [Unit Price]

Total Price: [Total Price]

Please confirm the availability of these items and provide an estimated delivery date. Upon your confirmation, we will send a purchase order for processing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]

[Your Email Address]