

[Your Company Letterhead]
[Date]
[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]
Subject: Purchase Order for PVC Pipe
Dear [Supplier's Name],
We would like to place a purchase order for the following items:
Purchase Order Number: [PO Number]
Order Date: [Order Date]
Item Description: PVC Pipe
Quantity: [Quantity]
Diameter: [Diameter Size]
Length: [Length]
Color: [Color, if applicable]
Total Price: [Total Price]
Delivery Date: [Requested Delivery Date]
Shipping Address: [Your Shipping Address]
Please confirm the receipt of this purchase order and provide an
estimated delivery date. We appreciate your prompt attention to this
order.
Thank you.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]