

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Supply of Goods

I hope this letter finds you well.

We are writing to formally confirm our order for the supply of goods as per our recent discussions. Below are the details of the order:

- ****Item Description:**** [Description of goods]
- ****Quantity:**** [Number of items]
- ****Price per Unit:**** [Price]
- ****Total Amount:**** [Total]
- ****Delivery Date:**** [Expected delivery date]
- ****Delivery Address:**** [Delivery address if different from your company address]

Please let us know if you require any further information or clarification regarding this order. We look forward to your prompt confirmation and the successful completion of this transaction.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Your Company Website (optional)]