

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Confirmation of Supply of Goods

We are pleased to confirm the supply of goods as per our agreement. Below are the details of the order:

- **Order Number:** [Order Number]
- **Description of Goods:** [Description of Goods]
- **Quantity:** [Quantity]
- **Delivery Date:** [Delivery Date]
- **Delivery Location:** [Delivery Location]

Please review the details above and confirm receipt of this letter.

Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your trust and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]