

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Order for Supply of Goods

I am writing to formally place an order for the supply of goods as per our discussions. Please find the details of the order below:

**\*\*Order Details:\*\***

- Item Description: [Description of Goods]
- Quantity: [Number of Units]
- Price per Unit: [Price]
- Total Price: [Total Amount]
- Delivery Date: [Desired Delivery Date]
- Delivery Address: [Delivery Address]

Please confirm receipt of this order and provide an estimated delivery schedule. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]