

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

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

Dear [Recipient Name],
Subject: Supply of Goods

I am writing to formally confirm the supply of goods as per our recent agreement/discussion.

[List details of the goods being supplied, including specifications, quantity, and any relevant information.]

The delivery is scheduled for [insert delivery date] and will be shipped to the following address: [insert delivery address].

Please find attached the invoice [or any other relevant documents] for your reference.

Should you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your continued partnership.

Sincerely,

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