

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Purchase Order #[Order Number]

We are pleased to place a purchase order with your company for the following items:

****Item Description** | **Quantity** | **Unit Price** | **Total****

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[Item 1] | [Quantity] | [Unit Price] | [Total]

[Item 2] | [Quantity] | [Unit Price] | [Total]

[Item 3] | [Quantity] | [Unit Price] | [Total]

****Subtotal:**** [Subtotal Amount]

****Tax:**** [Tax Amount]

****Total Amount:**** [Total Amount]

Please confirm receipt of this purchase order and provide an estimated delivery date.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]