

*[Your Company Name and Address] [Date]*

*[Supplier Name and Address]*

Dear [Supplier Name],

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

Product description: [Insert product description] Quantity: [Insert quantity]

Price: [Insert unit price] Total price: [Insert total price]

Delivery date: [Insert delivery date] Shipment method: [Insert shipment method]

Payment terms: [Insert payment terms, e.g. net 30 days]

Please confirm receipt of this purchase order and your acceptance of the terms and conditions by signing and returning a copy of this letter to us.

Thank you for your prompt attention to this matter.

Sincerely,

*[Your Name] [Your Title]*