

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

*[Supplier Name and Address]*

Dear [Supplier Name],

We are in need of regular supply of the following items on an ongoing basis for the next [insert number of months or years]:

Product description: [Insert product description] Estimated quantity: [Insert estimated quantity for the period] Price: [Insert unit price or pricing mechanism]

Delivery date: [Insert delivery schedule]

The purpose of this letter is to establish a blanket purchase order with your company for the specified products. This blanket purchase order will remain in effect until [insert end date or until further notice].

Please confirm receipt of this blanket 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]*