

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

*[Supplier Name and Address]*

Dear [Supplier Name],

We are pleased to enter into a contract with your company for the following goods/services:

Product/Service description: [Insert product/service description] Quantity: [Insert quantity] Price: [Insert unit price or pricing mechanism] Delivery date: [Insert delivery schedule]

This contract is for a period of [Insert period of time, e.g. one year] and will commence on [Insert start date] and terminate on [Insert end date].

Please note that any changes to the terms and conditions of this contract must be agreed upon in writing by both parties.

Please confirm receipt of this contract 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]*