

Acknowledgement with expected delivery schedule

Subject: Purchase Order Confirmation [PO Number]

Dear [Supplier Name],

We confirm receipt of your purchase order [PO Number]. The order will be fulfilled and shipped by [Expected Delivery Date]. All items will be inspected before dispatch, and tracking details will be shared accordingly.

Thank you for your prompt cooperation.

Best regards,

[Your Name]

[Company Name]

[Designation]

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