

Acknowledgement confirming payment and delivery terms

Subject: Confirmation of Purchase Order [PO Number]

Dear [Supplier Name],

This is to acknowledge receipt of your purchase order [PO Number]. We confirm acceptance of the order under the agreed terms and conditions, including payment, delivery schedule, and warranty.

Your order will be processed promptly.

Thank you.

Sincerely,

[Your Name]

[Company Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/purchase-order-acknowledgement-letter>