

Acknowledgement noting partial fulfillment

Subject: Acknowledgement of Purchase Order [PO Number]

Dear [Supplier Name],

We acknowledge receipt of your purchase order [PO Number]. Please note that some items will be shipped in phases due to stock availability. Partial delivery will commence from [Start Date], and remaining items will follow as per the agreed timeline.

Thank you for your cooperation.

Best regards,

[Your Name]

[Company Name]

[Designation]

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