

# Purchase Order Confirmation Letter

Subject: Purchase Order Confirmation

Dear [Vendor's Name],

I am writing to confirm the acceptance of the purchase order placed by our company, [Your Company Name], on [Date of Purchase Order]. We appreciate your prompt attention to our order and the products/services provided by your esteemed company.

The details of the purchase order are as follows:

Purchase Order Number: [PO Number]

Date of Purchase Order: [Date of Purchase Order]

Delivery Date: [Expected Delivery Date]

Billing Address: [Billing Address]

Shipping Address: [Shipping Address]

Product/Service Description:

[Item 1: Description, Quantity, Price]

[Item 2: Description, Quantity, Price]

[Item 3: Description, Quantity, Price]

...

[Item n: Description, Quantity, Price]

Total Order Amount: [Total Order Amount]

We kindly request you to review the information provided and acknowledge the accuracy of the order details by signing and returning a copy of this confirmation letter. Additionally, please let us know if there are any discrepancies or changes required as soon as possible.

Payment for this purchase order will be processed in accordance with our agreed-upon terms. If there are any changes or updates regarding payment terms, kindly notify us at your earliest convenience.

We would like to express our confidence in your company's ability to deliver the products/services

as agreed upon. Should there be any delays or concerns regarding the fulfillment of this order, we request you to inform us immediately so that we can take appropriate actions to mitigate any potential disruptions.

We appreciate your continued support and look forward to a successful business relationship. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention, and we anticipate receiving the ordered products/services on time.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]