

Formal purchase order request

Subject: Purchase Order for Supplies

Dear [Supplier's Name],

We are pleased to confirm our order for the following items as per your latest quotation dated [date].

Please find the details below:

- Item Description: [List items]
- Quantity: [Enter quantity]
- Price: [Enter unit price]
- Total Amount: [Enter total]
- Delivery Date: [Enter expected date]

We request that you deliver the goods to [delivery address] by the agreed date. Payment will be processed as per our standard terms, [mention payment terms].

Kindly acknowledge this purchase order and confirm the delivery schedule at your earliest convenience.

Sincerely,

[Your Name]

[Position]

[Company Name]

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