

Provisional purchase order request

Subject: Provisional Purchase Order for [Item]

Dear [Supplier's Name],

This is a provisional purchase order for [product/service], which is subject to budget approval and final confirmation. Please keep the following specifications in consideration:

- Item: [Enter details]
- Quantity: [Enter quantity]
- Expected Delivery: [Enter date]

We request a confirmation of stock availability and tentative pricing. Once approval is granted, a formal purchase order will follow.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Position]

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