

Urgent purchase order request

Subject: Urgent Purchase Order for Immediate Delivery

Dear [Supplier's Name],

Due to urgent requirements, we request immediate supply of the following items:

- [Item details]

We kindly request delivery within [time frame] at [delivery address]. Payment will be processed on priority as soon as the invoice is received.

We appreciate your prompt assistance in this matter.

Sincerely,

[Your Name]

[Company Name]

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