

Official purchase order confirmation with terms

Subject: Official Purchase Order Confirmation

Dear [Supplier's Name],

We are pleased to place the following purchase order as per the agreed terms:

- Item Details: [Enter details]
- Quantity: [Enter quantity]
- Unit Price: [Enter price]
- Delivery Address: [Enter address]
- Delivery Date: [Enter date]

Payment Terms: [mention terms, e.g., 30 days credit]

Warranty Terms: [if applicable]

Please confirm acceptance of this purchase order along with an estimated shipping schedule.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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