Purchase Order Acknowledgment

Date: [Date]

To: [Vendor Name]

Address: [Vendor Address]

Email: [Vendor Email]

Phone: [Vendor Phone]

Dear [Vendor Contact Name],

We are writing to acknowledge the receipt of your Purchase Order [PO Number] dated [PO Date].

Order Details:

- Item Description: [Item Description]
- Quantity: [Quantity]
- Unit Price: [Unit Price]
- Total Amount: [Total Amount]
- Expected Delivery Date: [Delivery Date]

We appreciate your prompt attention to our order and look forward to a successful transaction. Please confirm the order details and let us know if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Email]

[Your Company Phone]