

# Purchase Request Confirmation

Date: [Insert Date]

To: [Vendor/Company Name]

From: [Your Company/Your Name]

Subject: Confirmation of Purchase Request

Dear [Vendor/Company Name],

We are writing to confirm that we have received your purchase request dated [Insert Date of Request]. The details of your request are as follows:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Unit Price: [Insert Unit Price]
- Total Cost: [Insert Total Cost]

Please feel free to reach out if you have any questions or need further clarification on this order.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]