

# Supply Order Affirmation

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to affirm our recent supply order placed on [Order Date]. The details of the order are as follows:

- Order Number: [Order Number]
- Item Description: [Item Description]
- Quantity: [Quantity]
- Delivery Date: [Delivery Date]
- Payment Terms: [Payment Terms]

Please confirm the acceptance of this order and the expected delivery schedule. We appreciate your prompt attention to this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]