

# Confirmation of Requisition

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are writing to confirm the requisition of critical spare parts as outlined in our recent request. The details of the requisition are as follows:

Part Number	Description	Quantity
[Part Number 1]	[Description 1]	[Quantity 1]
[Part Number 2]	[Description 2]	[Quantity 2]

Please let us know the expected delivery date and any other relevant details pertaining to this requisition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]