

Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Attn: [Procurement Contact Name]

Order Details

Order Number: [Insert Order Number]

Item Description: [Insert Item Description]

Quantity: [Insert Quantity]

Unit Price: [Insert Unit Price]

Total Amount: [Insert Total Amount]

Delivery Information

Delivery Address: [Insert Delivery Address]

Expected Delivery Date: [Insert Delivery Date]

Payment Terms

[Insert Payment Terms]

If you have any questions regarding this order, please do not hesitate to contact us.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]