

Purchase Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Email: [Supplier Email]

Phone: [Supplier Phone]

Re: Purchase Order #[Insert PO Number]

Dear [Supplier Contact Name],

We are pleased to confirm the purchase order as detailed below:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

Total Amount: [Total Amount]

We expect delivery by [Expected Delivery Date]. Please confirm receipt of this order and the expected delivery date.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]