

Letter of Clarification on Bulk Order Specifications

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to clarify certain specifications regarding our recent bulk order placed on [Insert Order Date].

Specifically, we would like to confirm the following details:

- **Product Description:** [Insert Product Names and Details]
- **Quantity:** [Insert Quantity]
- **Delivery Date:** [Insert Expected Delivery Date]
- **Packaging Requirements:** [Insert Packaging Details]

Please confirm that these specifications meet your records and do not hesitate to reach out if there are any discrepancies or further details needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]