

Vendor Supply Confirmation

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[Vendor City, State, Zip Code]

Dear [Vendor Name],

We are writing to confirm our recent order placed on [Order Date] for the following items:

- [Item 1 Description] - Quantity: [Quantity]
- [Item 2 Description] - Quantity: [Quantity]
- [Item 3 Description] - Quantity: [Quantity]

Expected delivery date is [Expected Delivery Date]. Please ensure that all items are delivered in accordance with the specifications outlined in our purchase order.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]