

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our previous purchase order [Insert Purchase Order Number] submitted on [Insert Submission Date]. We are looking to include additional items in this order and would appreciate your assistance in this matter.

The additional items we would like to include are as follows:

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

Please let us know if these items can be added to our existing order, and if so, any updates on the expected delivery time would be greatly appreciated.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]