

Order Verification for Stationery Supplies

Date: [Insert Date]

Dear [Supplier Name],

We would like to confirm our recent order placed on [Order Date] for the following stationery supplies:

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 Due: [Total Amount]

Expected Delivery Date: [Delivery Date]

Please confirm the receipt of this order verification and let us know if there are any discrepancies.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]