

Inventory Order Confirmation

Date: [Insert Date]

To: [Branch Office Name]

From: [Your Company Name]

Subject: Confirmation of Inventory Order

Dear [Branch Office Manager's Name],

We are pleased to confirm your recent order of inventory. Below are the details of your order:

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

Total Order Value: [Total Order Value]

Expected Delivery Date: [Insert Delivery Date]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your order!

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]