

# Inventory Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Company Email]

Phone: [Your Company Phone]

## Order Confirmation Details

Order Number: [Insert Order Number]

Order Date: [Insert Order Date]

### Items Ordered:

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

### Order Total: [Total Amount]

Expected Delivery Date: [Insert Delivery Date]

Thank you for your prompt attention to this order. Please confirm the receipt of this order and the expected delivery date.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]