

# Inventory Order Confirmation

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are pleased to confirm your order for seasonal stock as detailed below:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Item 1 Quantity]	[Item 1 Unit Price]	[Item 1 Total Price]
[Item 2 Description]	[Item 2 Quantity]	[Item 2 Unit Price]	[Item 2 Total Price]
<b>Total</b>			<b>[Total Amount]</b>

Expected delivery date: [Insert Delivery Date]

Payment terms: [Insert Payment Terms]

Thank you for your prompt attention to this order. Please confirm receipt of this order confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]