

Hardware Procurement Delivery Schedule

Date: [Insert Date]

To: [Vendor/Supplier Name]

From: [Your Company Name]

Subject: Hardware Procurement Delivery Schedule

Dear [Vendor/Recipient Name],

We are writing to confirm the delivery schedule for the hardware procured from your company. Below are the details of the scheduled deliveries:

Item Description	Quantity	Scheduled Delivery Date	Delivery Location
[Item 1 Description]	[Quantity 1]	[Delivery Date 1]	[Location 1]
[Item 2 Description]	[Quantity 2]	[Delivery Date 2]	[Location 2]

Please ensure that all items are delivered on schedule as stipulated above. If there are any issues or changes to the schedule, do not hesitate to contact us.

We look forward to your prompt delivery and appreciate your cooperation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]