

Order Confirmation

Date: [Insert Date]

To:

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to confirm our order for the following hardware:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]
Subtotal:			[Subtotal]
Shipping:			[Shipping Cost]
Total:			[Total Cost]

Please confirm receipt of this order and provide an estimated delivery date.

Thank you for your prompt attention to this order. We look forward to your confirmation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]