

# Letter of Agreed Delivery Terms

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the agreed delivery terms for our upcoming orders. Please find the details outlined below:

## Delivery Terms

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Location:** [Insert Delivery Location]
- **Shipping Method:** [Insert Shipping Method]
- **Lead Time:** [Insert Lead Time]
- **Cost of Delivery:** [Insert Cost]

We appreciate your cooperation in adhering to these terms to ensure the smooth processing of our orders. Please acknowledge receipt of this letter and confirm your acceptance of the terms herein.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]