

# Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Email: [Supplier Email]

Contact Number: [Supplier Contact Number]

**Dear [Supplier Name],**

We are pleased to confirm our order for a bulk purchase as per the details mentioned below:

## **Order Details:**

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Quantity: [Insert Quantity]
- Unit Price: [Insert Unit Price]
- Total Amount: [Insert Total Amount]
- Expected Delivery Date: [Insert Delivery Date]

Please verify and confirm the above details at your earliest convenience. If you have any questions or require further information, do not hesitate to contact us.

Looking forward to your prompt response.

**Thank you!**

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Email]

[Your Company Contact Number]