

Supplier Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm the changes made to our previous order, originally placed on [Original Order Date], with order number [Original Order Number].

Updated Order Details:

- Item: [Item Name]
- Quantity: [Updated Quantity]
- Price: [Updated Price]
- Delivery Date: [Updated Delivery Date]

Please ensure the changes are implemented and confirm receipt of this order confirmation. Should you have any questions, do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]