

Supplier Order Confirmation

To: [Supplier Name]

Date: [Date]

Dear [Supplier Contact Name],

We are pleased to confirm our order with you for direct shipment as follows:

Order Details:

- Order Number: [Order Number]
- Item Description: [Item Description]
- Quantity: [Quantity]
- Unit Price: [Unit Price]
- Total Price: [Total Price]

Shipping Details:

Shipping Address: [Shipping Address]

Expected Delivery Date: [Expected Delivery Date]

Please confirm receipt of this order confirmation and provide us with the tracking information once the shipment is dispatched.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]