

# Order Confirmation

Dear [Supplier Name],

We are pleased to confirm our first order with you. Below are the details of the order:

## Order Details

- **Order Number:** [Order Number]
- **Order Date:** [Order Date]
- **Delivery Date:** [Delivery Date]
- **Items Ordered:**
  - [Item 1 Description] - Qty: [Quantity]
  - [Item 2 Description] - Qty: [Quantity]
  - [Item 3 Description] - Qty: [Quantity]

Please confirm receipt of this order and provide us with an estimated delivery schedule.

Thank you for your assistance. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]