

Order Confirmation

Date: [Insert Date]

To,

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We would like to confirm our order #[Order Number] placed on [Order Date]. Please note that this order is being partially delivered as follows:

Partial Delivery Details

Item Description	Quantity Ordered	Quantity Delivered	Remaining Quantity
[Item 1 Description]	[Ordered Quantity]	[Delivered Quantity]	[Remaining Quantity]
[Item 2 Description]	[Ordered Quantity]	[Delivered Quantity]	[Remaining Quantity]

Please ensure that the remaining items are delivered at your earliest convenience. If you have any questions or require further clarification, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]