

Supplier Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Urgent Order Confirmation - [Order Number]

Dear [Supplier Contact Name],

We would like to confirm our urgent order placed on [Order Date] for the following items:

Item Description	Quantity	Unit Price	Total
[Item 1 Description]	[Quantity]	[Unit Price]	[Total]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total]

Total Amount: [Total Amount]

Please confirm the receipt of this order and the estimated delivery date as soon as possible, as this is an urgent request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]