

Receipt Acknowledgment for Purchase Order

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Acknowledgment of Purchase Order Receipt

Dear [Vendor Name],

We would like to acknowledge the receipt of your purchase order (# [Purchase Order Number]) dated [Order Date]. We confirm that we have received the following details:

- **Item Description:** [Item Description]
- **Quantity:** [Quantity]
- **Price:** [Price]
- **Total Amount:** [Total Amount]

We appreciate your prompt processing of this order and look forward to your timely delivery. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]