

Vendor Supply Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to confirm the supply of the following items as per our agreement:

Item Description	Quantity	Delivery Date
[Item 1]	[Quantity 1]	[Delivery Date 1]
[Item 2]	[Quantity 2]	[Delivery Date 2]

Please ensure that all items are delivered to the specified location:

[Delivery Address]

[City, State, Zip Code]

Thank you for your cooperation. If you have any questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]