

# Purchase Order Reception Confirmation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Confirmation of Purchase Order Reception

Dear [Supplier Name],

We are writing to confirm the receipt of your purchase order under the reference number [Insert PO Number] dated [Insert PO Date]. We appreciate your prompt processing of this order.

The details of the order are as follows:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Unit Price: [Insert Unit Price]
- Total Amount: [Insert Total Amount]

Should there be any discrepancies or issues regarding this order, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]