

Order Verification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hereby confirm that we have received your order for the following items:

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

Please confirm the details above are correct or let us know if there are any discrepancies.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]