

Supplier Purchase Order Acknowledgment

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

Dear [Supplier Name],

We hereby acknowledge the receipt of your purchase order [**Order Number**] dated [**Order Date**].

Details of the order are as follows:

- Item Description: [Description of Items]
- Quantity: [Quantity Ordered]
- Price: [Price per Unit]
- Total Amount: [Total Order Amount]

Estimated delivery date is [**Delivery Date**].

Thank you for your prompt processing of this order. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]