

# Work Order Confirmation

Supplier Name: [Supplier Name]

Supplier Address: [Supplier Address]

Date: [Date]

Work Order Number: [Order Number]

**Dear [Supplier Contact Name],**

We are pleased to confirm your acceptance of our work order as outlined below:

**Order Details:**

- **Item:** [Item Description]
- **Quantity:** [Quantity]
- **Unit Price:** [Unit Price]
- **Total Amount:** [Total Amount]
- **Delivery Date:** [Delivery Date]

We appreciate your timely attention to this order and look forward to your confirmation.

**Sincerely,**

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]