

# Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

## Subject: Replacement Part Order

Dear [Supplier Contact Name],

We are writing to place an order for replacement parts as outlined below:

Part Number	Description	Quantity
[Part Number 1]	[Part Description 1]	[Quantity 1]
[Part Number 2]	[Part Description 2]	[Quantity 2]

Please confirm the receipt of this order and provide an estimated delivery date.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]