

Order Confirmation for Construction Materials

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip]

Email: [Supplier Email]

Phone: [Supplier Phone Number]

Order Details

Dear [Supplier Contact Name],

We are pleased to confirm our bulk order as follows:

- Product: [Material Description]
- Quantity: [Amount]
- Unit Price: [Price]
- Total Amount: [Total]
- Delivery Date: [Insert Date]
- Delivery Address: [Your Delivery Address]

Please confirm receipt of this order and let us know if you require any further information.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]