

Order Confirmation

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Subject: Confirmation of Construction Material Order

Dear [Supplier's Name],

We are pleased to confirm our order for construction materials sourced locally as per our recent discussion. Below are the details of the order:

Order Details:

- Material Type: [Insert Material Type]
- Quantity: [Insert Quantity]
- Delivery Date: [Insert Delivery Date]
- Delivery Address: [Insert Delivery Address]

Please ensure that the materials are delivered on or before the stated delivery date. Should you have any questions or require further clarification, feel free to contact me directly.

Thank you for your collaboration. We look forward to receiving the materials as per the agreed terms.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]