

# Order Confirmation

Date: [Insert Date]

To,

[Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]

## Subject: Confirmation of Material Order for [Project Name]

Dear [Supplier Contact Name],

We are pleased to confirm our order for construction materials as detailed below for the [Project Name] project:

### Order Details:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

**Total Order Amount:** [Total Amount]

### Delivery Schedule:

Expected Delivery Date: [Insert Delivery Date]

Thank you for your prompt attention to this order. We look forward to your confirmation and a successful partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Phone Number]  
[Your Email Address]