

# Order Confirmation

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Order Number: [Insert Order Number]

Subject: Confirmation of Order for Construction Materials

Dear [Supplier's Name],

We are writing to confirm our recent order for construction materials placed on [Insert Order Date]. The details of the order are as follows:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Price: [Insert Price]

We kindly request an estimated shipping time for the above-mentioned items to ensure timely project planning. Your prompt response will be greatly appreciated.

Thank you for your attention to this matter. We look forward to your confirmation and an update regarding the shipping schedule.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]