

# Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

## Subject: Order Confirmation with Revised Quantities

Dear [Supplier Name],

We are writing to confirm our order for construction materials with revised quantities as discussed.

### Order Details:

Item Description	Original Quantity	Revised Quantity	Unit Price	Total Price
[Material 1]	[Original Quantity]	[Revised Quantity]	[Unit Price]	[Total Price]
[Material 2]	[Original Quantity]	[Revised Quantity]	[Unit Price]	[Total Price]

Total Amount Due: [Total Amount]

We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]