

Order Confirmation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Construction Material Order Confirmation

Dear [Supplier Name],

We would like to confirm our order for the following construction materials:

- Item: [Material Name] - Quantity: [Quantity]
- Item: [Material Name] - Quantity: [Quantity]
- Item: [Material Name] - Quantity: [Quantity]

Please note the delivery instructions below:

Delivery Address:

[Delivery Address]

Delivery Date: [Delivery Date]

Contact Person: [Contact Person Name]

Contact Number: [Contact Number]

Thank you for your prompt attention to this order. We look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]