

Emergency Purchase Order Request

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Department: [Your Department]

Contact Information: [Your Phone Number / Email]

Subject: Emergency Purchase Order Request

Dear [Supplier Name],

I am writing to request an emergency purchase order for the following items due to an unforeseen circumstance:

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

This order is urgent and necessary to ensure that operations continue without interruption. Please prioritize this request and confirm the delivery date at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]