

Purchase Order Request

From:

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Country]
[Email Address]
[Phone Number]

To:

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

Date: [Date]

Subject: International Purchase Order Request

Dear [Supplier's Name],

We would like to place an order for the following items:

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

Total Amount: [Total Amount]

Payment Terms: [Payment Terms]

Delivery Date: [Expected Delivery Date]

We would appreciate your confirmation of this purchase order at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]