

Purchase Order Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact: [Vendor Contact Information]

Dear [Vendor Name],

We would like to formally request a purchase order for the following equipment:

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

Total Amount: [Insert Total Amount]

Delivery Date: [Insert Delivery Date]

Payment Terms: [Insert Payment Terms]

Please confirm the receipt of this purchase order request and let us know if you need any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]