

Recurring Purchase Order Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Email: [Supplier Email]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Recurring Purchase Order Request

Dear [Supplier Name],

We would like to formally request a recurring purchase 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]

Please initiate this order on a recurring basis, [specify frequency, e.g., weekly, monthly], starting from [start date].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]