

Recurring Order Arrangement Confirmation

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We are pleased to confirm the arrangement of a recurring order for periodic supplies as follows:

Order Details

- Product Name: [Product Name]
- Order Quantity: [Quantity]
- Frequency: [Weekly/Bi-weekly/Monthly]
- Start Date: [Start Date]
- End Date: [End Date (if applicable)]
- Delivery Address: [Delivery Address]

Please ensure that the supplies are delivered as per the specified schedule. If you encounter any issues or require further information, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]