

Follow Up Order Letter

Subject: Follow-Up Order Letter

Dear [Vendor Name],

I hope this letter finds you well. I am writing to follow up on our recent conversation regarding an order for [product/service]. We had discussed the details and agreed upon the terms and conditions, but I have not yet received a confirmation or any further communication regarding the order.

I would like to reiterate the specifics of the order as we discussed:

1. Product/Service Details:

- [Provide a detailed description of the product or service you are ordering]
- [Include any specific variations or customization, if applicable]
- [Specify the quantity required]

2. Pricing and Payment Terms:

- [State the agreed-upon price per unit or the total cost]
- [Outline any discounts, if applicable]
- [Indicate the preferred payment method and terms]

3. Delivery Schedule:

- [Specify the desired delivery date or any time constraints]
- [If applicable, provide the shipping address and any special delivery instructions]

I kindly request you to confirm the order and provide an estimated delivery date as soon as possible. Additionally, if there are any updates or changes to the order, please inform me promptly so that we can address them accordingly.

Please consider this letter as an official purchase order, and kindly provide an order confirmation and invoice for our records. If there are any necessary forms or documents that need to be completed, please let me know, and I will be happy to provide the required information.

I value our business relationship and appreciate your prompt attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me at [your

phone number] or [your email address].

Thank you for your cooperation, and I look forward to receiving your response.

Yours sincerely,

[Your Name]