

Purchase offer confirmation

Subject: Confirmation of Purchase Order Offer

Dear [Supplier's Name],

This letter is to confirm our acceptance of your offer to supply [Product/Service] under the terms outlined in your quotation dated [Date]. We are pleased to proceed with the purchase order as agreed.

Please find attached the signed order documents for your reference. Kindly confirm the delivery schedule and invoice details to ensure a smooth process.

We look forward to a reliable and successful business transaction.

Sincerely,

[Your Name]

[Company Name]

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