

Provisional order subject to confirmation

Subject: Preliminary Order of Furniture

Dear Supplier,

This is a provisional order for 30 office desks and 30 ergonomic chairs. The final order will be confirmed after we receive the approval from our procurement committee.

Please provide us with the latest catalog, quotation, and estimated delivery timelines. Once we have reviewed and finalized the details, we will send you the confirmed purchase order.

Thank you for your cooperation.

Sincerely,

[Your Name]

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