

Provisional Purchase Order Acceptance Letter

Subject: Provisional Acceptance of Purchase Order [PO Number]

Dear [Recipient Name],

This letter serves as a provisional acceptance of your Purchase Order [PO Number] dated [PO Date]. We are reviewing the order details and will proceed with fulfillment subject to final confirmation of availability.

Kindly confirm any specific requirements or changes to ensure timely delivery.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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