Acknowledgement confirming payment and delivery terms

Subject: Confirmation of Purchase Order [PO Number]
Dear [Supplier Name],
This is to acknowledge receipt of your purchase order [PO Number]. We confirm acceptance of the
order under the agreed terms and conditions, including payment, delivery schedule, and warranty.
Your order will be processed promptly.
Thank you.
Sincerely,
[Your Name]
[Company Name]
[Designation]

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