## **Acknowledgement noting partial fulfillment**

Subject: Acknowledgement of Purchase Order [PO Number]

Dear [Supplier Name],

We acknowledge receipt of your purchase order [PO Number]. Please note that some items will be shipped in phases due to stock availability. Partial delivery will commence from [Start Date], and remaining items will follow as per the agreed timeline.

Thank you for your cooperation.

Best regards,

[Your Name]

[Company Name]

[Designation]

## Get more templates here:

https://www.lettersandtemplates.com/letters/purchase-order-acknowledgement-letter