

Acknowledgement with urgent processing note

Subject: Urgent Acknowledgement of Purchase Order [PO Number]

Dear [Supplier Name],

We acknowledge receipt of your urgent purchase order [PO Number]. Our team is prioritizing the processing and will ensure expedited shipment. Confirmation of dispatch will be shared as soon as possible.

Thank you for your prompt action.

Sincerely,

[Your Name]

[Company Name]

[Designation]

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