

Detailed Purchase Order Confirmation Letter

Subject: Confirmation of Purchase Order [PO Number]

Dear [Recipient Name],

This letter confirms that we have received your purchase order [PO Number] placed on [Date]. The following items have been scheduled for delivery:

- [Item 1]: Quantity [X], Expected Delivery: [Date]
- [Item 2]: Quantity [Y], Expected Delivery: [Date]

Please find the attached invoice and delivery schedule for your records. Confirm the details at your earliest convenience.

We appreciate your business and look forward to fulfilling your order promptly.

Best regards,

[Your Name]

[Title/Position]

[Company Name]

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