

Provisional Purchase Order Confirmation Letter

Subject: Provisional Confirmation of Purchase Order [PO Number]

Dear [Recipient Name],

We acknowledge receipt of your purchase order [PO Number]. Please note that this confirmation is provisional, pending verification of stock availability and final approval.

We will provide a final confirmation by [Date]. Kindly review the attached details and inform us if any corrections are required.

Sincerely,

[Your Name]

[Position]

[Company Name]

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