

Formal International Purchase Order Confirmation Letter

Subject: International Purchase Order Confirmation [PO Number]

Dear [Recipient Name],

This letter serves as confirmation of your international purchase order [PO Number] dated [Date].

The ordered items are scheduled for shipment on [Shipping Date] via [Shipping Method].

Attached are the invoice and shipping details including customs documentation. Please confirm receipt and advise if any additional information is required.

Sincerely,

[Your Name]

[Position]

[Company Name]

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