Formal purchase order request
Subject: Purchase Order for Supplies
Dear [Supplier's Name],
We are pleased to confirm our order for the following items as per your latest quotation dated [date].
Please find the details below:
- Item Description: [List items]
- Quantity: [Enter quantity]
- Price: [Enter unit price]
- Total Amount: [Enter total]
- Delivery Date: [Enter expected date]
We request that you deliver the goods to [delivery address] by the agreed date. Payment will be
processed as per our standard terms, [mention payment terms].
Kindly acknowledge this purchase order and confirm the delivery schedule at your earliest
convenience.
Sincerely,
[Your Name]
[Position]

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