## Short purchase order message

Subj	ect: (	<b>Order</b>	Con	tirma	tion

Hello [Supplier's Name],

This is to confirm our purchase order for the following:

- [Item 1, quantity, unit price]
- [Item 2, quantity, unit price]

Please confirm availability and estimated delivery time. We will process payment once the order is delivered as agreed.

Thanks,

[Your Name]

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