

## Preliminary order confirmation

Subject: Preliminary Purchase Order for [Item/Service]

Dear [Supplier's Name],

We are in the process of finalizing our procurement for [product/service] and would like to issue this preliminary purchase order. Kindly consider this as an intent to purchase subject to final approval and contract signing.

Details:

- Item/Service: [Enter details]
- Quantity: [Enter quantity]
- Tentative Delivery Date: [Enter date]

We will share a formal purchase order once the internal approval process is complete. Please confirm your ability to meet this tentative order.

Regards,

[Your Name]

[Company Name]

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