

Formal business letter to request a purchase order

Subject: Request for Purchase Order

Dear [Supplier Name],

We hope this message finds you well. We would like to request a purchase order for the following items:

- [Item 1: Quantity, Specifications]
- [Item 2: Quantity, Specifications]
- [Item 3: Quantity, Specifications]

Please provide us with the confirmation and expected delivery schedule at your earliest convenience. Attached are the necessary documents and previous agreements for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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