

Provisional request before final confirmation

Subject: Provisional Request for Purchase Order

Dear [Supplier Name],

We are planning to place an order for the following items and would like to request a provisional purchase order:

- [Item 1: Quantity]

- [Item 2: Quantity]

This is a tentative request, and final confirmation will be provided after internal approvals. Please advise on availability and provisional lead times.

Best regards,

[Your Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/request-letter-for-purchase-order>