[INSERT NAME OF COMPANY]

[INSERT COMPLETE ADDRESS]

[INSERT CONTACT INFORMATION]

**PURCHASE ORDER LETTER**

[INSERT MONTH DAY YEAR]

[INSERT NAME OF RECEIVER]

[INSERT COMPLETE ADDRESS]

**Subject: Purchase Order Letter**

Dear Mr. /Ms. [INSERT SURNAME],

Greetings!

This letter is sent to formally inform you of our order for the merchandise detailed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Total Amount** |
|  |  |  |  |

We request that you ship the merchandise following the information mentioned above using the [INSERT METHOD] method of shipment with [INSERT SHIPMENT COMPANY NAME]. We expect that these ordered merchandise be delivered on [INSERT MONTH DAY YEAR] as agreed. As for the payment terms, we shall follow the standard [INSERT DETAILS].

We look forward to your confirmation of our order upon your receipt of this purchase order letter. If you have any questions regarding the contents of this purchase order letter and of the order itself, you can contact [INSERT AUTHORIZED PERSON] with the following contact information: [INSERT CONTACT INFORMATION].

Thank you for your prompt handling of this order.

Sincerely,

[INSERT NAME OF SENDER]

[INSERT JOB TITLE]

[INSERT CONTACT INFORMATION]