

PURCHASE ORDER ACKNOWLEDGEMENT LETTER

RE: Purchase Order Acknowledgement – Purchase Order #

Dear ,

We hereby acknowledge receipt of your Purchase Order Number dated . We appreciate your trust in us as your preferred supplier for the products and services outlined in the purchase order.

The details of the purchase order are as follows:

Purchase Order #:
Order Date:

Payment Terms:
Delivery Date:

Shipping Address:
Billing Address:

We would like to confirm that we have reviewed the purchase order and acknowledge the terms and conditions outlined. If there are any discrepancies or concerns, we will contact you promptly to address them.

Please be assured that we are committed to fulfilling this order in accordance with the agreed-upon terms. We will make every effort to ensure that the products ordered are delivered as per the specified schedule and meet the quality standards expected. If you have any questions or concerns prior to shipment, please do not hesitate to contact our Customer Service department at .

Thank you for choosing us as your business partner. We look forward to a successful collaboration and appreciate the opportunity to serve your needs.

Sincerely,