[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: CONFIRMATION OF PURCHASE AGREEMENT**

Dear [CONTACT NAME],

This letter serves to confirm our agreement regarding your purchase of, and payment for, certain merchandise from our company.

We have agreed to ship the following merchandise to you:

[ITEMS]

You agree to abide by our printed terms and conditions, and you additionally agree to pay for the merchandise in three equal payments. The first payment shall be sent so as to be received by my office not later than [DATE]. The second payment shall be received not later than thirty days later, and the third payment shall be received not later than thirty days after the second payment. In no event shall payment be received later than [DATE].

Please sign a copy of this letter and return it to me. Upon receipt of your confirmation of our agreement, I shall release the shipment of the aforementioned merchandise.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]