[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: LETTER OF PURCHASE ORDER**

Dear [PERSON YOU ARE CONTACTING],

Below, the order is described:

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Should be shipped ASAP and the terms of payment will be standard.

Shipping method: [METHOD/SHIPPING COMPANY NAME]

If you have any questions contact [CONTACT NAME] at [PHONE NUMBER]

Thank you for your prompt and expeditious handling of this order.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]