

Purchase Order Letter

[DATE]

Dear [RECIPIENT NAME],

With reference to our meeting last [DATE 1], we would like to inform you that our order of [DETAILS] has been approved by management, and you are to deliver the said order within [NUMBER] days from the date of receipt of this purchase order letter. The details of the order are as follows:

Product	Quantity	Unit Price	Total
[PRODUCT/SERVICES]	[NUMBER 1] pieces	Rs. [NUMBER 2] per piece	Rs. [NUMBER 3]
TOTAL			Rs. [NUMBER 4]

I am enclosing a check amounting to [NUMBER 5] USD, which is [NUMBER 6] % of the total order amount. The rest of the payment shall be made after the complete delivery of the order.

Please treat this letter as Purchase Order No. [NUMBER 7]. Please feel free to contact me if you need any clarification on the purchase order. If you are unable to process this order, please contact us immediately at [YOUR PHONE NUMBER].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]