TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Purchase order **[product name]**

Dear **[name]**,

As per our Email confirmation /Telephonic discussion with **[name]** we are very happy to place an order for [order name] as per the following details and specifications:

1. **[Designing Charges]**
2. **[Size of Hologram Label]**
3. **[Quantity]**
4. **[Price]**

Any other specifications, and the Business Terms. Also mention the Delivery date, amount to pay, Taxation, CST Number and Billing Address.

Thanking You

Yours Faithfully

**[Authorized Signatory]**

**[Name]**