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September 30, 2020

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: PURCHASE ORDER LETTER**

Dear [CONTACT NAME],

This is an order for the merchandise described below:

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

Please ship as soon as possible. Payment terms shall be standard 2%10 / NET30.

Method of shipment: [SHIPING COMPANY]

Any questions regarding this order should be directed to:

[CONTACT NAME] AT [PHONE] EXT. [EXT].

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

Sincerely,

Your name

Your title

(800) 123-4567

youremail@yourcompany.com