

Reminder Email for Purchase Order

Subject: Reminder: Confirmation Needed for Purchase Order #4567

Dear James Anderson,

I hope this message finds you well. I am writing to remind you of the pending approval for Purchase Order #4567, dated March 1st, 2024. As we aim to maintain our project timeline and ensure the timely delivery of your products, your prompt attention to this matter would be greatly appreciated.

Purchase Order Details:

- PO Number: 4567
- Date Issued: March 1st, 2024
- Description: Office Furniture Suite including desks, chairs, and filing cabinets
- Total Amount: \$8,500
- Delivery Date: April 15th, 2024
- Delivery Address: 789 Oak Street, Suite 100, Columbus, OH 43215

To proceed with the order and secure the delivery date, we kindly ask for your approval and confirmation by the end of the business day on March 10th, 2024. Please review the attached purchase order and let us know if any adjustments are required.

Should you have any questions or require further clarification, feel free to contact me directly. We value your business and are here to assist you in any way possible to ensure a smooth process.

Thank you for your prompt attention to this reminder, and we look forward to your confirmation.

Best regards,

Sarah Miller

Procurement Manager

sarah.miller@companyemail.com

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