

# Purchase Order Letter for Vehicle

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David Williams  
Elite Enterprises  
101 Corporate Avenue  
Business City, NY 10001  
david.williams@eliteent.com  
(888) 987-6543

December 30, 2024

Karen Mitchell  
AutoTech Dealership  
789 Motorway Drive  
Suburban Town, TX 75001

Subject: Purchase Order for Vehicle

Dear Karen Mitchell,

I hope this letter finds you well. I am writing to officially place a purchase order for two vehicles that meet the specifications discussed during our recent meeting. These vehicles will play a critical role in enhancing our company's operational efficiency, supporting our transportation needs, and maintaining our commitment to reliable services. Below, I have provided the complete details of the purchase order for your reference:

## **Vehicle Specifications:**

- Make: Toyota

- Model: RAV4 Hybrid
- Year: 2024
- Color: White Pearl
- Engine: 2.5L Hybrid Engine
- Transmission: Automatic
- Additional Features: Advanced Safety Package, Leather Seats, Navigation System, Dual Climate Control

**Quantity:** 2 units

**Unit Price:** \$35,000 per vehicle

**Total Order Amount:** \$70,000

**Delivery Address:** Elite Enterprises, 101 Corporate Avenue, Business City, NY 10001

**Delivery Date:** January 15, 2025

**Payment Terms:**

We agree to pay a deposit of 20% of the total cost, amounting to \$14,000, upon confirmation of this purchase order. The remaining balance of \$56,000 will be paid upon delivery and inspection of the vehicles to ensure they meet the specified requirements.

We request that the vehicles be thoroughly inspected prior to shipment to confirm compliance with the agreed specifications. Please ensure that all standard and additional features are installed and functioning correctly. Proper packaging and transportation measures should be taken to avoid any damage during transit. Along with the vehicles, we require all relevant documentation, including warranty papers, ownership registration, user manuals, and a detailed invoice for our records.

To streamline the process, we kindly request you to confirm receipt of this purchase order at your earliest convenience. Additionally, please provide us with a delivery

schedule, estimated transit time, and any further instructions regarding the completion of this order.

If there are any adjustments or concerns regarding this purchase order, please feel free to contact me directly via email or phone. I am available to address any queries and ensure that the transaction proceeds smoothly.

We highly value our business relationship with AutoTech Dealership and appreciate your consistent efforts in delivering high-quality vehicles and exceptional customer service. Your attention to detail and dedication to meeting customer needs have been key to our continued partnership, and we look forward to maintaining this successful collaboration.

Thank you for your prompt attention to this matter. We are confident that the vehicles will be delivered on time and to our satisfaction. We look forward to receiving the vehicles and advancing our operations with your continued support.

Sincerely,

David Williams

Procurement Manager

Elite Enterprises