

Purchase Order Letter for Computer

John Doe
Tech Solutions Inc.
123 Innovation Street
Cityville, CA 90210
johndoe@techsolutions.com
(555) 123-4567

December 30, 2024

Jane Smith
ABC Electronics Ltd.
456 Technology Drive
Townsville, NY 10101

Subject: Purchase Order for Computers

Dear Jane Smith,

I hope this letter finds you well. I am writing to formally place a purchase order for computers as per our recent discussions. This order is a vital component of our company's operational needs, and we are confident in your ability to deliver high-quality products that meet our expectations. Below are the detailed specifications and terms of the order:

Product: Desktop Computers

Quantity: 20 units

Specifications: Intel i7 Processor, 16GB RAM, 512GB SSD, 24-inch Monitor

Unit Price: \$800 per unit

Total Amount: \$16,000

Delivery Date: January 15, 2025

Payment Terms: 50% advance, 50% upon delivery

The ordered computers will play a significant role in supporting our internal teams with the necessary tools for increased productivity and efficiency. As such, it is crucial that the products meet the specified technical requirements and are delivered within the agreed timeframe.

Please ensure that the shipment is properly packed to avoid any damage during transit. Additionally, we request you to provide us with the tracking information and invoice once the shipment is dispatched. This will help us coordinate internally and ensure smooth receipt and setup of the equipment.

If you have any questions or require further clarification regarding the order details, do not hesitate to contact me directly at the email address or phone number provided above. Clear communication is key, and we are happy to work closely with your team to ensure all aspects of the order are addressed effectively.

We kindly request you to confirm receipt of this purchase order at your earliest convenience. Additionally, please provide us with the finalized delivery schedule and any other relevant updates. Your prompt attention to this matter is greatly appreciated, and we look forward to continuing our successful partnership.

Thank you for your cooperation and support. We are confident in your commitment to delivering exceptional service and products, and we look forward to receiving the computers as per the agreed terms.

Sincerely,

John Doe

Procurement Manager

Tech Solutions Inc.