

Confirmation of Purchase Order Letter

Olivia Harper
Operations Manager
Bright Horizons Supplies
789 Innovation Avenue
Metro City, CA 90210
olivia.harper@brighthorizons.com
(555) 432-1098

December 30, 2024

Michael Carter

Procurement Manager
Future Enterprises Ltd.
123 Corporate Drive
Business City, NY 10001

Subject: Confirmation of Purchase Order

Dear Michael Carter,

I am writing to confirm the receipt and acceptance of your purchase order dated December 28, 2024, for the supply of goods to Future Enterprises Ltd. We appreciate your trust in Bright Horizons Supplies and are committed to fulfilling your requirements with the highest level of quality and service.

Below are the details of the purchase order for your reference and confirmation:

Order Details:

1. **Product:** High-Durability Office Chairs (Model: ComfortPro 200)

- **Quantity:** 50 units
- **Unit Price:** \$150
- **Total:** \$7,500

2. **Product:** Modular Office Desks (Model: WorkSmart 300)

- **Quantity:** 30 units
- **Unit Price:** \$400
- **Total:** \$12,000

Total Order Value: \$19,500

Delivery Address:

Future Enterprises Ltd.

123 Corporate Drive

Business City, NY 10001

Delivery Timeline:

The order is scheduled for shipment on January 10, 2025, and delivery is expected to be completed by January 15, 2025.

Payment Terms:

As agreed, an advance payment of 30% of the total amount will be made upon confirmation, with the remaining balance due upon delivery and successful inspection of the goods.

We assure you that all items will be inspected thoroughly before shipment to ensure they meet the agreed specifications. The shipment will include all necessary documentation, including the commercial invoice, packing list, and warranty certificates for the items supplied.

If you require any adjustments or have additional instructions regarding the order or delivery, please let us know at your earliest convenience. Our team is committed to addressing any concerns and ensuring that the order meets your expectations in every way.

We value the opportunity to serve Future Enterprises Ltd. and are confident that this transaction will strengthen our professional relationship. Thank you for choosing Bright Horizons Supplies as your trusted partner.

Please feel free to contact me directly at the provided email or phone number for any further clarifications or updates.

Sincerely,

Olivia Harper

Operations Manager

Bright Horizons Supplies