

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Purchase Order Letter with Terms

Dear :

This letter is for the order described below:

{Description of Merchandise}

Please ship these items as soon as possible. The terms of the order is as follows: {Terms and Conditions}.

If you have any questions, please do not hesitate to contact us. Thank your for your promptness in this order.

Sincerely,

N A M E