

# LETTERHEAD

[Date]

**Order No.** \_\_\_\_\_

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

**SUBJECT: CONFIRMATION OF VERBAL ORDER**

Dear Sir,

This is to confirm the verbal order placed with you for the purchase of certain goods on [Date]. A copy of our Purchase Order bearing PO No. \_\_\_\_\_, along with the stated terms and conditions of the order, is attached herewith.

Please note that unless any objections to this order are communicated to us within \_\_\_\_ days of your receipt of this confirmation, we shall consider the order as confirmed on the terms and conditions as stated in the Purchase Order, and shall expect the delivery of the ordered goods on the date indicated therein.

Sincerely,

[Sender's Name]

[Sender's Designation]

[Sender's Address Line 1]

[Sender's Address Line 2]