**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word&utm_medium=content&utm_campaign=Purchase+Order+Letter-word-9181)Microsoft Word Purchase Order Letter Template**

DATE: MM/DD/YY

Contact Name

Address Line1

Address Line 2

City, State/Province

ZIP

Phone Number

Email

PURCHASE ORDER LETTER

Dear ( Name of Contact ),

This is an order for the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Payment terms shall be set at X% / Net XX and the shipping method preferred is:

(Shipping Company Name, Method of Shipment).

Please ship as soon as possible. Questions, issues, or updates related to this order can be directed to:

* Name
* Phone
* Email

Thank you for managing this order.

Sincerely

Your Name

Address Line1

Address Line 2

City, State/Province

ZIP

Phone Number

Email

**COMPANY NAME**

ADDRESS | PHONE | EMAIL | WEBSITE

|  |
| --- |
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