

Request for Purchase Order Letter Example [Edit & Download]

[Name of Buyer]

[Street address]

[City, state]

[Zip code]

[Name of Vendor]

[Street address]

[City, state]

[Zip code]

Subject: Request for Purchase Order

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request the issuance of a purchase order for the products and services discussed during our recent meeting. [Buyer Company] is eager to proceed with this transaction to ensure timely support for our upcoming projects and operational requirements. The high-quality products and reliable services provided by [Vendor Company] are well-aligned with our organizational goals, and we are confident in your ability to fulfill our needs.

Product Details:

1. High-Performance Laptops (Model: ProTech X200)

- Quantity: 20 units
- Specifications: 16GB RAM, 512GB SSD, Intel i7 Processor, 15.6" Display, Pre-installed Windows 11 Pro
- Tentative Unit Price: \$1,200

2. Multi-Functional Printers (Model: PrintMax 500)

- Quantity: 5 units
- Specifications: Print, Scan, Copy, Wireless Connectivity, Duplex Printing Capability
- Tentative Unit Price: \$800

Estimated Total Order Value: \$30,000

Delivery Address:

[Street address]

[City, state]

[Zip code]

Requested Delivery Date: January 25, 2025

Payment Terms:

We propose a payment structure as follows:

- **Advance Payment:** 30% of the total amount upon issuance of the purchase order.
- **Remaining Balance:** 70% payable upon delivery and successful inspection of the items.

Additional Requirements:

To ensure a smooth transaction, we kindly request that the purchase order includes:

1. A detailed breakdown of itemized costs, including any applicable taxes and shipping charges.
2. Terms and conditions of the sale, including warranty details and return policies.
3. Estimated delivery timeline and shipping arrangements.
4. Instructions for payment, including bank details for the advance payment.

Please ensure the products are securely packaged to prevent any damage during transit. Additionally, we request that the shipment includes user manuals, warranty documentation, and a detailed invoice for our records.

We also request your confirmation of this order and an acknowledgment of the terms mentioned above. If there are any discrepancies, changes, or additional considerations, please feel free to reach out to me directly.

Thank you for your prompt attention to this request. We look forward to receiving the formal purchase order and working together to ensure the successful completion of this transaction. Your timely response will help us proceed without delay and maintain the efficiency of our ongoing projects.

Sincerely,

[Your Name]

Operations Manager