

# Vendor Acceptance Letter for Delayed Purchase Order

Date: [Insert Date]

To,  
[Buyer's Name]  
[Buyer's Company Name]  
[Buyer's Address]  
[City, State, ZIP Code]

Subject: Acceptance of Delayed Purchase Order [PO Number]

Dear [Buyer's Name],

We acknowledge the receipt of your purchase order number [PO Number], dated [Order Date]. We understand that the order submission has been delayed, and we appreciate your communication regarding the circumstances leading to this delay.

We wish to formally confirm our acceptance of your delayed purchase order. We remain committed to fulfilling the order under the agreed terms and conditions. We will ensure that all items listed in the order are processed and delivered according to the new schedule as discussed:

- **Revised delivery date:** [Revised Delivery Date]
- **Order details:** [Brief description of products/services]
- **Other relevant terms (if any):** [Specify as applicable]

Please rest assured that we value our business relationship and are dedicated to providing you with the quality products/services you expect from us. If you have any further instructions or require additional information, do not hesitate to contact us at [Vendor's Contact Information].

Thank you for your trust and cooperation.

Sincerely,  
[Authorized Vendor's Name]  
[Vendor's Company Name]  
[Vendor's Contact Information]