

Vendor Acceptance Letter Sample for Urgent Purchase Order Request

This document provides a **vendor acceptance letter sample for urgent purchase order request**, designed to facilitate prompt confirmation and agreement by the vendor regarding the terms and conditions of an expedited purchase order. It serves as an official acknowledgment from the vendor, confirming their acceptance to deliver the requested goods or services within the specified urgent timeframe, thereby ensuring smooth and timely transaction processing between the buyer and the supplier.

[Vendor Letterhead]

Date: [Date]

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

Subject: Acceptance of Urgent Purchase Order Request [Purchase Order Number]

Dear [Buyer's Contact Name],

We acknowledge the receipt of your urgent purchase order request dated [Order Date], referencing Purchase Order Number [Purchase Order Number], for the supply of [Specify Goods/Services].

We hereby confirm our acceptance of the above urgent purchase order and agree to deliver the requested goods/services in accordance with the specified terms and conditions. We understand the critical importance of the urgent delivery timeline and commit to ensuring that the items/services will be delivered no later than [Delivery Deadline].

Please find below our confirmation of the key details:

- **Product/Service:** [Specify Details]
- **Quantity:** [Specify Quantity]
- **Unit Price:** [Specify Price]
- **Total Amount:** [Specify Total]
- **Delivery Date:** [Specify Delivery Date]
- **Payment Terms:** [Specify Payment Terms]

Should there be any further requirements or clarifications needed, please feel free to contact us at [Vendor Contact Information].

Thank you for your trust in our services. We look forward to successfully fulfilling this urgent request and continuing our valuable business relationship.

Sincerely,
[Vendor Authorized Representative Name]
[Vendor Position/Title]
[Vendor Company Name]
[Vendor Phone Number / Email Address]