

Vendor Acceptance Letter Sample for Revised Purchase Order Terms

This document provides a **vendor acceptance letter sample for revised purchase order terms**, illustrating how a vendor formally acknowledges and agrees to updated terms and conditions outlined in a revised purchase order. It serves as an official confirmation of the vendor's acceptance, ensuring clarity and mutual understanding between the buyer and seller regarding changes in pricing, quantities, delivery schedules, or other contractual obligations. Utilizing this sample helps streamline communication, maintain strong business relationships, and prevent potential disputes by documenting the vendor's consent to the revised purchase agreement.

Sample Vendor Acceptance Letter

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Buyer Company Name]

[Buyer Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acceptance of Revised Purchase Order Terms (PO #[Purchase Order Number])

We acknowledge receipt of your revised purchase order (PO #[Purchase Order Number]), dated [date of revised PO], and we have thoroughly reviewed the updated terms and conditions as outlined in the document.

We hereby confirm our acceptance of the revised terms, including the changes in [briefly specify: pricing, quantities, delivery schedules, payment terms, etc.], as described in your correspondence and the updated purchase order. Our team is fully committed to fulfilling all obligations as per the revised agreement, and we appreciate your clear communication regarding these modifications.

Please consider this letter our official acceptance of the revised purchase order. Should you require any further information or clarification, feel free to contact us at [your phone number/email].

We thank you for your continued partnership and look forward to successfully completing this order as per the revised terms.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]