

# Vendor Acceptance Letter for Cancelled Purchase Order Reactivation

[Vendor's Company Letterhead]

**Date:** [Insert Date]

**To:** [Buyer's Name / Company Name]

**Address:** [Buyer's Address]

Subject: Acceptance of Reactivation of Cancelled Purchase Order [PO Number]

Dear [Buyer's Name],

We refer to your recent correspondence dated [Insert Date], requesting the reactivation of Purchase Order number [PO Number], previously cancelled on [Cancellation Date]. We appreciate your continued partnership with [Vendor's Company Name].

We are pleased to confirm our acceptance of the reactivation for the referenced purchase order under the original terms and conditions, unless otherwise specified below. Our team is ready to resume processing your order, and we will proceed according to the agreed schedule.

## Order Details:

- Purchase Order Number: [PO Number]
- Original Order Date: [Order Date]
- Reactivation Date: [Reactivation Date]
- Delivery Schedule: [Revised/Confirmed Delivery Date]

## Terms & Conditions:

- All terms and conditions from the original purchase order remain in effect unless otherwise agreed in writing.
- [Specify any new terms, changes, or updates if applicable]
- Payment terms: [State payment terms]

Please acknowledge receipt and confirm your agreement to proceed so that we may expedite fulfillment of your order. We value your business and look forward to serving you.

Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Vendor's Name]

[Title]

[Vendor's Company Name]

[Phone Number]

[Email Address]