

Vendor Acceptance Letter for Purchase Order Acknowledgment

[Your Company Letterhead]
[Vendor Company Name]
[Vendor Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

To:

[Buyer Name]
[Buyer Company Name]
[Buyer Address]
[City, State, ZIP Code]

Subject: Acceptance and Acknowledgment of Purchase Order [PO Number]

Dear [Buyer Name],

We are pleased to confirm receipt and acceptance of your Purchase Order (PO) number [PO Number] dated [PO Date], for the following products/services: [Brief Description of Products/Services].

We hereby acknowledge and accept all specified terms and conditions, including mutually agreed pricing, delivery timelines, product specifications, and payment terms as outlined in the purchase order.

Our team is committed to fulfilling your order in accordance with the agreed schedule. The expected delivery date is [Delivery Date], and shipment details will be communicated to you upon dispatch. Should there be any further requirements or clarifications, please do not hesitate to contact the undersigned.

We appreciate your trust in [Vendor Company Name] and look forward to a successful business relationship.

Sincerely,

[Authorized Vendor Representative Name]
[Title/Position]
[Vendor Company Name]
[Contact Information]