Vendor Acceptance Letter Sample for International Purchase Order

This document provides a **vendor acceptance letter sample for international purchase orders**, designed to confirm a supplier's agreement to the terms and conditions of an overseas procurement contract. It serves as a formal acknowledgment from the vendor, detailing acceptance of product specifications, delivery schedules, payment terms, and compliance requirements. This letter is essential for establishing clear communication, ensuring mutual understanding, and facilitating smooth international trade transactions between the buyer and the supplier.

Sample Vendor Acceptance Letter

[Vendor Letterhead]
[Date]

[Buyer's Name]
[Buyer's Company Name]
[Buyer's Address]
[City, Postal Code, Country]

Subject: Acceptance of International Purchase Order [PO Number]

Dear [Buyer's Name],

We are pleased to acknowledge receipt of your Purchase Order (PO) number [PO Number], dated [PO Date], for the supply of [description of goods/services].

We hereby confirm our acceptance of the terms and conditions outlined in the above-mentioned purchase order as follows:

- **Product Specifications:** [Briefly state specifications as per PO]
- **Quantity:** [Total quantity]
- **Delivery Schedule:** [Agreed delivery dates and Incoterms]
- **Payment Terms:** [State payment terms, e.g., L/C, T/T, net days]
- **Compliance Requirements:** [List compliance standards, certifications, or regulations as required]

We assure you of our commitment to fulfilling this order in accordance with the agreed terms. All goods will be packed and shipped as per the contractual requirements to ensure safe and timely delivery.

Please do not hesitate to contact us should you need any further information or clarification.

Thank you for choosing [Vendor's Company Name] as your international supplier. We look forward to successfully completing this transaction and to future cooperation.

Yours sincerely,

[Authorized Representative Name]
[Designation]
[Vendor's Company Name]
[Contact Information]