

Vendor Acceptance Letter Sample for Online Purchase Order

Date: [Insert Date]

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

Subject: Acceptance of Online Purchase Order #[Order Number]

Dear [Buyer's Name],

We are pleased to confirm our acceptance of your online purchase order (PO) number **[Order Number]** dated **[Order Date]**. We have reviewed the details provided in your order and are happy to proceed with the supply of the requested goods/services as per the mutually agreed terms.

The summary of your order is as follows:

- **Product/Service:** [Description of Product/Service]
- **Quantity:** [Quantity]
- **Unit Price:** [Unit Price]
- **Total Amount:** [Total Amount]
- **Expected Delivery Date:** [Expected Delivery Date]
- **Payment Terms:** [Payment Terms]

We anticipate seamless coordination and timely settlement of dues as per the mentioned payment terms. Should you require any further clarification or wish to make additional arrangements, please feel free to contact us.

Thank you for choosing [Vendor's Company Name] for your business needs. We value our association and look forward to successfully delivering your order.

Sincerely,
[Vendor's Name]
[Vendor's Position]
[Vendor's Company Name]
[Vendor's Contact Information]