

Date: [Insert Date]

[Buyer's Name]
[Buyer's Company Name]
[Buyer's Address Line 1]
[Buyer's Address Line 2]
[City, State, ZIP Code]

Subject: Acceptance of Partial Purchase Order Fulfillment â€“ [Purchase Order Number]

Dear [Buyer's Name],

We acknowledge receipt of your Purchase Order No. [Insert PO Number] dated [Insert Date]. We appreciate your continued trust in our products/services.

After reviewing the order details, we regret to inform you that we are currently able to fulfill only a portion of the requested order due to [briefly state reason, e.g., limited stock, supply constraints, etc.]. Below is a summary of the available items for fulfillment:

- **Item:** [Insert Partial Item Description / SKU] â€“ **Quantity Available:** [Insert Quantity]
- **Item:** [Insert Partial Item Description / SKU] â€“ **Quantity Available:** [Insert Quantity]

The remaining items or quantities listed in the original purchase order are currently unavailable. We anticipate restocking by [anticipated date, if known], and will promptly notify you once they become available.

Revised Delivery Schedule:

The partial order will be delivered on or by [Insert New Delivery Date].

Revised Terms (if applicable):

[Mention revised pricing, shipping terms, payment terms, if any.]

We kindly request your confirmation and acceptance of this partial fulfillment. Should you require any adjustments or have alternative preferences, please let us know at your earliest convenience.

We thank you for your understanding and cooperation.

Sincerely,

[Vendor Representative Name]
[Vendor Position]
[Vendor Company Name]
[Vendor Contact Information]