

# **Business Letter For Purchase Order**

Company Name

Company Address

Sub: Confirmation of Letter dated September 1, 2012.

Dear Sir.

We thank you for your order No. p-3-7 dated September 1, 2012 for various paints. The order is in process of execution and it will be dispatched on 8th September, by our Motor van.. We have taken special care for the quality and packing of the paints and we hope that you will find them highly satisfactory. We thank you again for your kind offer of the paints and hope that you -will extend your similar co-operation in future. With best regards

Yours faithfully

XYZ

Designation

Company Name