[DATE]

Contact Name

Address

Address2

City, Province

Postal Code

**RE: PURCHASE AGREEMENT CONFIRMED**

Dear [CONTACT NAME],

This letter serves to confirm the agreement regarding your purchase of and payment for certain goods from our company.

We have agreed to ship the following goods to you:

[ITEMS]

You agree to abide by our printed terms and conditions, and you additionally agree to pay for the goods in three equal payments. The first payment is to be cleared into our account no later than [DATE]. The second payment shall be received no later than thirty days later, and the final payment shall be received no later than thirty days later. Payments must be received by [DATE].

Please sign a copy of this letter and return it to our office. Once we have received confirmation of our agreement, I shall release the shipment of the goods.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]