[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: CONFIRMATION OF VERBAL ORDER**

Dear [CONTACT NAME],

This letter confirms your acceptance of a verbal order communicated to you on [DATE].

A copy of our purchase order containing the stated terms is attached.

Unless we receive an objection within [NUMBER] days of your receipt of this order, we will consider the order confirmed on its terms and will expect delivery of all ordered goods on the date indicated.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]