

Order Confirmation

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [seller]

This letter confirms the order for [products/services] placed with you by telephone on _____, 20____. Purchase order # _____ authorizing the items, quantities, prices and terms we discussed is attached.

If any of the terms of the purchase order are not acceptable to you, please advise me within five (5) days; otherwise, we will anticipate delivery as specified on the order.

Sincerely,

H.M. Smith