

**ABC CONTRACTORS**

123 Any Street  
Anytown, US 00000  
555-555-5555

Date

Name

Address

City, State Zip

Dear \_\_\_\_\_,

Enclosed you will find our Purchase Order # \_\_\_\_\_, for (type of equipment, materials, or service) on the \_\_\_\_\_ project. Please deliver the goods specified at the times specified and at the price noted on the purchase order.

Please remember that everything must be done exactly as shown on the order. No deviations will be allowed without our written consent.

Please pay careful attention to the notes regarding time and method of delivery, specifically that we want 24 hour notification prior to taking delivery.

Thank you for your service and attention to these details.

Sincerely,

Name

Title