|  |  |
| --- | --- |
| \_\_%c\_name%\_\_  \_\_%c\_title%\_\_ | |
| \_\_%c\_phone%\_\_  \_\_%c\_url%\_\_  \_\_%c\_address%\_\_ |  |



Dear \_\_%to\_name%\_\_,

The first shipment of equipment from \_\_%dlr\_name%\_\_ has arrived. We are delighted with every piece. Therefore, we decided to make our initial purchase larger than anticipated. I am attaching our purchase order No. \_\_%order\_no%\_\_ for additional goods.

Since you already have a copy of our Procurement Guidelines, I shall not attach them to this order. Please inform me of shipping dates.

Sincerely,

\_\_%c\_name%\_\_,

\_\_%c\_title%\_\_