



___%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%___