



Nancy Davolio
Chief Procurement Officer

555-543-5432
www.acmeinc.com
5432 Street West, Townsvilla, State 54321



Dear Mark,

The first shipment of equipment from AMA Ltd 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. 8393 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,
Nancy Davolio,
Chief Procurement Officer