

From,

Date: _____ (Date on Which Letter is Written)

To,

PG Softwares,
320 Arpee Center, NSR Road,
Coimbatore – 641 011,
INDIA.

Subject: Purchase Order Letter

Dear Sir,

I am the purchase manager of XYZ Company and I am writing this letter to order for our website work. Along with this letter I am sending the materials or content that is needed to design website for us.

Order Price and Details: [Quotation Ref No: _____ Dated __/__/____]

Domain Name: Yes / No

Server : Yes / No

Website Package: _____/-

Number of Pages: __ Nos.

Thanking you for your support.

Please send your contract agreement to start the process.

Thanking You,

Yours truly,

Name and Signature