**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ATTN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is to confirm that the Society of St. Vincent de Paul [Conference Name] Conference is purchasing \_\_\_\_\_ gallons of oil at $ \_\_\_\_\_\_\_\_\_ on behalf of your customer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The check is dated \_\_\_\_\_\_\_\_\_\_\_\_\_ and is in the mail. Please schedule for delivery. Please contact us with any questions or concerns.

**God Bless,**

SVDP [Conference Name] Conference

[Conference Address]

[Conference Phone Number]