TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Order for 200 copies of science

Dear Sir / Madam

As per our discussions on **[meeting date]**, we are happy to set an order for 200 copies of the Science book by **[writer]** for Class IX for the ICSE Board on the following terms and conditions:

1. The price of each book will be Rs **[inclusive of all taxes]**
2. Shipment will be made within 7 days from the order date.
3. Order not delivered as per the above conditions; the order stands cancelled.

Please find attached **[cheque number]** **[dated]** for **[Rs:$]** towards advance for the order.

With Regards,

**[Name of signing authority]**