TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Purchase of Sports Items

Dear Sir,

It is my pleasure to communicate to you that our school wishes to place an order for sports items in bulk with your company. These items will be used in the activities room, gym, and sports ground of the school starting from the academic session of the year 20XX-XX. List of the items along with their quantity is given below:

Name of the Items

* Willow bats
* Wicket keeping pads
* Football
* Batting gloves
* Wicket keeping gloves.
* Tennis balls
* Practice net
* Stumps
* Volleyballs
* Practice balls

Kindly deliver the order on time, by ensuring that all the items are taken from the fresh lot. Payment of the entire purchase will be done digitally. It would be great if you could share the time when all the items will be delivered at our address.

Looking forward to hearing from you.

Yours Truly

Ankit

Sports Incharge