TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Order of Kitchen Appliances

Dear **[name]**,

We want to purchase 55 indoor grill machines **[Model]**, all in **[color]**.

Please charge this purchase to our pre-existing account that we have with you. We hope to receive this order no later than **[date]**, **[month]**,**[year]**.

Please confirm that you received this order by calling us at **[phone number]** anytime during business hours. Thank you for your assistance.

Kitchen Appliances