TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Requirement for stationery supplies

Dear Sir/Ma’am,

I have received the items you sent on 10th December, 20XX. I appreciate the prompt and hassle-free delivery. All the items are in good condition. I would like to order a few more items that I had missed mentioning during my previous purchase.

Kindly find the list of required supplies below.

1. Winsor & Newton Galeria Acrylic Paint 60 ml
* Silver Argent
* Vandyke Brown
1. Camel Artists’ Acrylic Color 40 ml
* Black
* Antique Gold
* Antique Bronze
* Titanium White
* Crimson Red
* Portrait Pink

I request you to send these items as soon as possible, if possible, tomorrow, as I require them immediately. I am attaching the screenshot of the payment I made online for the above-mentioned stationery supplies, including the shipping charges. Please feel free to contact me if you have any queries.

Thank you for your continued cooperation and support.

Sincerely,

**[Signature]**

Ancy Lijo