**EMAIL TEMPLATE**

**ORDER LETTER**

Star Trading co. Ltd

Station Road, Chittagong

10th March 20XX

Purchase Manager

EYE VIEW ELECTRONICS

12, Bijoy Sharan, Tejgaon, Dhaka

Re: Execution of Order dated March 1st,20XX

Dear sir,

We are pleased to inform you that we have dispatched your Ordered 500 TV sets as per your specifications. Those TV sets have been manufactured with the best technology and delivered through Krahulik express Train having special packaging.

We hope our product will meet your satisfaction.

As the credit terms are 2/20, net 40, we will appreciate proper remittance from you. For your convenience, we have sent the Invoice and Railway Receipt (RR) through the standard chartered Bank, Station Road Branch, Chittagong. You can receive such documents from Standard Chartered Bank, Head office, Dhaka

We thank you for this order and hope to be benefited from your further order-in consideration of the quality of our product, please confirm the arrival of goods sharply.

We always assure you of our best services and cooperation.

Yours faithfully,

Prober Roy

Sales Manager

Star Trading co Ltd.